



Inner North East Community Committee

Chapel Allerton, Moortown, Roundhay

**Meeting to be held in Marjorie and Arnold Ziff
Community Centre, 311 Stonegate Road, Leeds
LS17 6AZ**

Monday, 29th June, 2015 at 6.30 pm

Councillors:

- | | |
|------------------|--------------------|
| J Dowson | - Chapel Allerton; |
| M Rafique | - Chapel Allerton; |
| E Taylor (Chair) | - Chapel Allerton; |
| R Charlwood | - Moortown; |
| S Hamilton | - Moortown; |
| A Sobel | - Moortown; |
| G Hussain | - Roundhay; |
| C Macniven | - Roundhay; |
| B Urry | - Roundhay; |

**At approximately 7.30pm an informal workshop will be held
(at the conclusion of the formal meeting)**





Agenda compiled by: Helen Gray 0113 247 4355
Governance Services Unit, Civic Hall, LEEDS LS1 1UR Tel 24 74355
East North East Area Leader: Jane Maxwell Tel: 336 7627

*Images on cover from left to right:
Chapel Allerton - Chapeltown Big C; Chapel Allerton tree
Moortown - Moortown Corner Shops; Gledhow Valley Woods
Roundhay – Oakwood Clock; Roundhay Park*

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1	Chapel Allerton; Moortown; Roundhay		<p>NOTIFICATION OF ELECTION OF COMMUNITY COMMITTEE CHAIR FOR 2015/2016</p> <p>To note that Councillor E Taylor was appointed Chair of the Inner North East Community Committee for the 2015/16 Municipal Year by Annual Council on 21 May 2015. A copy of the report of the City Solicitor provides further details.</p>	1 - 2
2			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting).</p>	
3			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:- RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
4			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
5			<p>DECLARATIONS OF DISCLOSABLE INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-18 of the Members' Code of Conduct</p>	
6			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence</p>	
7			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 4:16 and 4:17 of the Community Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Community Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
8			<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To confirm as a correct record the minutes of the previous meeting held 9th March 2015</p> <p>(copy attached)</p>	3 - 8
9			<p>MATTERS ARISING</p> <p>To note any matters arising from the minutes</p>	
10	Chapel Allerton; Moortown; Roundhay		<p>COMMUNITY COMMITTEE APPOINTMENTS</p> <p>To consider the report of the City Solicitor on Community Committee appointments for the 2015/16 Municipal Year, including appointments to outside bodies</p>	9 - 12

Item No	Ward/Equal Opportunities	Item Not Open		Page No
11	Chapel Allerton; Moortown; Roundhay		<p>AREA UPDATE REPORT</p> <p>To consider the report of the East North East Area Leader setting out proposals for consideration in respect of the proposed approach and priorities for the Inner North East Community Committee for the 2015/16 Municipal Year</p>	13 - 18
12	Chapel Allerton; Moortown; Roundhay		<p>WELLBEING REPORT</p> <p>To consider the report of the East North East Area Leader setting out the Inner North East Community Committee Wellbeing budget, including details of any new projects for consideration</p>	19 - 34
13	Chapel Allerton; Moortown; Roundhay		<p>DERELICT AND NUISANCE SITES PROGRAMME UPDATE</p> <p>To consider the report of the East North East Area Leader on derelict and nuisance sites within the Inner North East Community Committee area</p>	35 - 40
14	Chapel Allerton; Moortown; Roundhay		<p>PARKS AND COUNTRYSIDE AREA DELEGATION INFORMATION FOR INNER NORTH EAST</p> <p>To consider the report of the Director of Environment and Housing providing an update on the Parks and Countryside Service, specific to the Inner North East Community Committee area; and specifically on the new delegations to this community committee</p>	41 - 56
15	Chapel Allerton; Moortown; Roundhay		<p>ENVIRONMENTAL SERVICES - SERVICE AGREEMENT FOR 2015/16</p> <p>To consider the report of the Chief Officer, Environmental Action Service, setting out the Service Level Agreement for the Environmental Service Team operating within the Inner North East Community Committee area for 2015/16</p>	57 - 70
16			<p>FUTURE MEETING ARRANGEMENTS</p> <p>To note the dates of meetings for the Inner North East Community Committee for the remainder of the 2015/16 Municipal Year as:</p> <p>21st September 2015 7th December 2015 14th March 2016</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<p data-bbox="676 181 922 215">MAP OF VENUE</p> <p data-bbox="676 322 959 356"><u>Third Party Recording</u></p> <p data-bbox="676 383 1366 533">Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p data-bbox="676 566 1310 600">Use of Recordings by Third Parties – code of practice</p> <ul style="list-style-type: none"> <li data-bbox="724 629 1390 779">a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. <li data-bbox="724 786 1401 992">b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete. <p data-bbox="676 1137 1401 1245"><u>At approximately 7.30pm an informal workshop will be held (at the conclusion of the formal meeting)</u></p>	71 - 72



Report of: City Solicitor

Report to: Inner North East Community Committee (Chapel Allerton, Moortown and Roundhay)

Report author: Helen Gray 0113 2474355

Date: 29th June 2015 To note

Notification of Election of Community Committee Chair for 2015/2016

Purpose of report

1. The purpose of this report is to formally notify Members of the appointment of Councillor E Taylor to the position of Inner North East Community Committee Chair for the duration of the 2015/2016 municipal year, which was made at the Annual Council Meeting on 21st May 2015.

Main issues

2. In line with Community Committee Procedure Rule 2.11, where Council has made an appointment of a Community Committee Chair, there is a requirement for the decision to be formally reported to the relevant Community Committee.
3. With this in mind, this report fulfills that requirement and seeks to formally notify the Committee that at the Annual Council Meeting on 21st May 2015, it was resolved that Councillor Taylor be elected as Chair of Inner North East Community Committee for the 2015/2016 municipal year.

Corporate considerations

a. Consultation and engagement

This report fulfils the requirement within Community Committee Procedure Rules to formally notify the relevant Community Committee following an appointment at full Council to the position of Community Committee Chair.

b. Legal implications, access to information and call in

In line with the Council's Executive and Decision Making Procedure Rules, the power to Call In a decision does not extend to those taken by Community Committees.

This report fulfils the requirement within Community Committee Procedure Rules to formally notify the relevant Community Committee following an appointment at full Council to the position of Community Committee Chair.

Conclusion

4. In line with Constitutional requirements, this report is submitted to formally notify Members of the appointment made at the Annual Council Meeting on the 21st May 2015 to the position of Inner North East Community Committee Chair for the duration of the 2015/16 municipal year.

Recommendations

5. The Community Committee is recommended to note that Councillor E Taylor was elected as Chair of the Inner North East Community Committee for the duration of the 2015/2016 municipal year at the Annual Council Meeting on 21st May 2015.

Background information

- Not Applicable

INNER NORTH EAST COMMUNITY COMMITTEE

MONDAY, 9TH MARCH, 2015

PRESENT: Councillor S Hamilton in the Chair
Councillors G Hussain, C Macniven,
M Rafique, A Sobel, E Taylor and B Urry

Approximately 15 representatives of the local community, stakeholders and partner organisations were in attendance

40 Chairs Opening Remarks

Councillor Hamilton welcomed all present to the Community Committee (CC) meeting, particularly members of the local community and representatives of partner organisations

41 Workshop Session - Priority Setting for 2015/16

Councillor Hamilton introduced the workshop session on the report featured at item 11 of the agenda in respect of Priority Setting for the Inner North East CC for the 2015/16 Municipal Year (Minute 50 refers).

RESOLVED – That the comments made during the discussions on Priority Setting for 2015/16 be noted and be referred to during consideration of the Priority Setting report in the formal part of the meeting, and be referred to the Wellbeing Working Group which acts as an advisory group to the CC

42 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents

43 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public

44 Late Items

No formal late items of business were added to the agenda

45 Declarations of Disclosable Interests

No declarations of disclosable interests were made

46 Apologies for Absence

Apologies for absence were received from Councillors Charlwood and Dowson

47 Open Forum

The following members of the public addressed the meeting under the provisions of Paragraphs 4:16 and 4:17 of the Community Committee Procedure Rules (Open Forum)

Friends of Allerton Grange (Mr B Dev) – seeking support for the development of a “Gledhow Lane cycle route” which could link with the existing City Cycle

Draft Minutes – To be approved at the next scheduled meeting of the Inner North East Community Committee

and Wykebeck Valley routes to improve access to the area and stimulate development.

Councillor Hamilton confirmed that this matter would be referred to the Executive Member for Transport and the Economy for consideration

48 Minutes of the previous meeting

RESOLVED – That the minutes of the meeting held 19th January 2015 be agreed as a correct record

49 Matters Arising

No matters were raised.

50 Priority Setting 2015/16

Mr L Griffiths, Area Officer, presented a report which provided an overview of the key issues currently facing the communities within the Inner North East CC area and outlined a draft list of area-wide priorities to guide the future spend of Wellbeing Revenue and Wellbeing Capital monies.

The priorities suggested in paragraph 11 of the report had been the topic of discussions held during the informal session with Community Committee members, local residents, partners and stakeholders prior to the start of the formal meeting. The CC noted that any additional issues raised during the workshop would be reported to the CC's advisory Wellbeing Working Group

RESOLVED –

- a) Having regard to the comments made during the informal workshop session, the Community Committee agreed the area-wide priorities (as set out in paragraph 11 of the submitted report) in order to guide Wellbeing spend and key local programmes
- b) To note that any additional issues identified by local residents, partners and stakeholders during the workshop would be reported to the CC's advisory Wellbeing Working Group

51 Wellbeing report

Mr L Griffiths, Area Officer, presented a report on the Inner North East CC budget, particularly funds still available to spend; and sought consideration of applications made to the Wellbeing Fund. The recommendations of the advisory Wellbeing Member Working Group (WBWG) on the applications received were contained in the report for formal consideration by the CC. In considering the applications, discussions covered the following issues:

- Funding and remit of the Neighbourhood Support Officer post past 2015/16
- CCTV Chapelton and future negotiations and funding of the initiative

RESOLVED –

- a) To note the current position of the capital and revenue budget for the Inner North East Community Committee, the spend to date and current balances for the 2014/15 financial year;
- b) To note the proposed Wellbeing budget allocation for 2015/16, as approved by full Council.

- c) To note the decision made in the Priority Setting Report 2015/16 (minute 50 refers)
- d) That having considered the applications as set out in paragraphs 24 to 29 and the comments of the Wellbeing Working Group in respect of the Wellbeing Revenue Fund 2014/15, the following be agreed:
 - i) Area Support Project Officer (with a priority neighbourhood focus) - £26,700
 - ii) Summer Holiday Activities - £30,000
 - iii) Festive lights - £14,106
 - iv) Community Engagement - £2000
 - v) Chapel Allerton Ward Pot - £10,000
 - vi) Moorotwn Ward Pot - £10,000
 - vii) Roundhay ward pot - £10,000
 - viii) CCTV Chapeltown - £7500

52 East North East Employment and Skills Plan

The CC considered a report on the East North East (ENE) Employment and Skills Plan which set out priorities for the ENE area as a whole and for the three specific Community Committee areas. Additionally the report explained the purpose and structure of the ENE Employment and Skills Board.

Councillor G Hussain, INE Community Champion for Employment, Skills and Welfare introduced the issue and Ms M Anderson presented the report. A copy of the Plan was included at Appendix 1 of the report, highlighting those initiatives ready to deliver within the next 12 months, subject to funding.

In considering the report, the following matters were discussed:

- ENE Poverty Group. The need to ensure the priorities contained within the Employment and Skills Plan were aligned to those of the Poverty Group. Members requested further information on the Group
- Job Centre Plus Social Justice Team. The CC noted that some INE CC residents were in receipt of intensive 1-2-1 support from the Social Justice Team although this was not recorded as a key priority for the INE CC area. It was agreed that this information would be noted for action
- Pathways. The funding challenges ahead were noted and the impact of the changes would be monitored throughout 2015/16.
- Community learning provision in the Brackenwood and Queenshill areas. The CC noted that support for new community learning provision in those areas could require Wellbeing funding to cover the costs of venue hire at the Brackenwood Community Centre. Members agreed to support the initiative in principle, pending further investigations by officers.

Councillor Hussain in conclusion highlighted National Apprenticeship Week, 9th to 13th March 2015 and extended an open invitation for Members and local residents to attend the Apprenticeships Fairs, and specifically one scheduled for Thursday 12th March 2015 at the Hope Mega Centre, Leeds 9.

RESOLVED -

- a) That the contents of the East North East Employment and Skills Plan (attached as Appendix 1 of the submitted report) and the comments made, be noted for action
- b) To note the updates provided in the submitted report and to request regular updates from the Employment and Skills Board.
- c) That officers from the Area Support Team be requested to work with Employment and Skills colleagues and partners to reconsider the recommendations set out in the October 2014 report ‘Inner North East Community Committee – Findings and Recommendations on Employment and Skills in the Queenshill and Brackenwood Estates’.
- d) That “in principle” support be given for new community learning provision within the Brackenwood and Queenshill areas, noting that this may include using Wellbeing funding to cover the costs of venue hire within the Brackenwood Community Centre as set out in paragraph 4.5.

53 Environmental Action Service - Locality Team Update

Councillor B Urry, Inner North East CC Environment Champion, introduced a report on how improvements will be made to a range of environmental services that are delivered locally. Mr J Woolmer, ENE Locality Manager, gave a presentation on the achievements of the Environmental Action Service (EAS) during 2014/15 and looking ahead to the challenges of 2015/16. The presentation also provided an update on the redesign of the operational work of the EAS. Members noted the following matters highlighted in the presentation:

- The new service responsibilities included in the 2015/16 Service Level Agreement; in particular the additional resources invested in Council housing areas and bulky household waste collection
- How the service improvements will improve efficiency and productivity and the new proposed zonal model for operational working which will include a team exclusively covering the three Inner North East wards

Additionally Members discussed the role of voluntary groups in the locality, such as “Friends of” groups, voluntary litter initiatives, the anticipated role of the new EAS team leader and the minimal impact the service changes will have on the bulky household waste service. Members also noted the suggestion to consider the SLA as a future workshop theme

Finally, Members commended the EAS Team for their work throughout 2014/15

RESOLVED –

- a) That the contents of the presentation on the redesign of the operational work of the Environmental Action Service and the comments made on the issues raised be noted.
- b) To note that the draft Service Level Agreement 2015/16 will be discussed at the Environmental Sub Group, with comments and recommendations to be presented to the next meeting of the formal Community Committee for consideration.

54 Update on Housing Leeds Restructure

Further to minute 21 of the CC meeting held 6th October 2014, the Head of Housing Management, ENE Housing Leeds, submitted an update on the

implementation of the new structure for the Housing Management Service for Council Housing for the whole city of Leeds.

Mr D Longthorpe attended the meeting to present the report. The CC received information on the new area housing team, an update on recent initiatives and projects in the area and an outline of priorities for the forthcoming year. A request to supply Members with the direct contact details for the new area housing team was noted

RESOLVED – That the contents of the report and the comments made during discussions be noted

55 For information - Key themes and proposed follow on action resulting from discussions at the Inner North East Community Committee on 19th January 2015

Further to minute 27 of the meeting held 19th January 2015, the CC received an update report relating to information collected during the Community Committee workshop on the theme of social Isolation.

(Councillor Sobel left the meeting at this point)

Liz Bailey, ENE Health and Wellbeing Improvement Manager, attended the meeting to present the report (attached at Appendix A) and highlighted the main themes arising from the discussions which would inform future work to tackle social isolation. It was noted that the report would provide the foundation for a local action plan, in conjunction with Councillor Taylor (Inner North East CC Health and Wellbeing Champion), and the preparation of a consolidated report to be submitted to Leeds North Clinical Commissioning Group (CCG) in order to inform its commissioning discussions and decisions, particularly around Social Prescribing.

The following matters were discussed –

- Social prescribing as a valuable tool for GPS to assist people suffering the effects of social isolation
- The links to be established between the health and wellbeing team and the local employment and skills team, as worklessness had been identified in the workshop as a key contributing factor to social isolation
- The funding available through the “Time to Shine” programme and the hope that the themes identified during the workshop would be used in support of applications to the fund. Members commented that publicity on the fund should be widely available in order to encourage new groups and individuals to apply. Information on the applications made to the Time to Shine fund to be supplied to Councillor Taylor

In conclusion the Chair commended officers on the work already undertaken since the workshop and requested that, following submission of the report to the Clinical Commissioning Group, an update on the actions of the CCG be provided to Members

RESOLVED – To note the findings of the submitted report and to lend support to future follow on actions by key partners and stakeholders

56 Community Comment

No matters were raised under “Community Comment”

57 Meeting Arrangements 2015/16

Having considered a report seeking consideration of meeting dates, times and venues for the 2015/16 Municipal Year, the CC

RESOLVED

- a) To agree the following schedule of meeting dates and start times in order that they may be included within the Council diary for the 2015/16 Municipal Year (all to be held on Mondays):
29 June 2015 at 6.30pm, 21 September 2015 at 6.30pm, 7 December 2015 at 6.30pm and 14 March 2016 at 6.30pm
- b) To agree to continue existing venue arrangements – to alternate meeting venues between the wards within INE CC area – and to note that venues will be confirmed at a later date



Report of: City Solicitor

Report to: Inner North East Community Committee (Chapel Allerton, Moortown and Roundhay)

Report author: Helen Gray 0113 2474355

Date: 29th June 2015 To note

Notification of Election of Community Committee Chair for 2015/2016

Purpose of report

1. The purpose of this report is to formally notify Members of the appointment of Councillor E Taylor to the position of Inner North East Community Committee Chair for the duration of the 2015/2016 municipal year, which was made at the Annual Council Meeting on 21st May 2015.

Main issues

2. In line with Community Committee Procedure Rule 2.11, where Council has made an appointment of a Community Committee Chair, there is a requirement for the decision to be formally reported to the relevant Community Committee.
3. With this in mind, this report fulfills that requirement and seeks to formally notify the Committee that at the Annual Council Meeting on 21st May 2015, it was resolved that Councillor Taylor be elected as Chair of Inner North East Community Committee for the 2015/2016 municipal year.

Corporate considerations

a. Consultation and engagement

This report fulfils the requirement within Community Committee Procedure Rules to formally notify the relevant Community Committee following an appointment at full Council to the position of Community Committee Chair.

b. Legal implications, access to information and call in

In line with the Council's Executive and Decision Making Procedure Rules, the power to Call In a decision does not extend to those taken by Community Committees.

This report fulfils the requirement within Community Committee Procedure Rules to formally notify the relevant Community Committee following an appointment at full Council to the position of Community Committee Chair.

Conclusion

4. In line with Constitutional requirements, this report is submitted to formally notify Members of the appointment made at the Annual Council Meeting on the 21st May 2015 to the position of Inner North East Community Committee Chair for the duration of the 2015/16 municipal year.

Recommendations

5. The Community Committee is recommended to note that Councillor E Taylor was elected as Chair of the Inner North East Community Committee for the duration of the 2015/2016 municipal year at the Annual Council Meeting on 21st May 2015.

Background information

- Not Applicable

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Report of: Jane Maxwell, East North East Area Leader

Report to: Inner North East Community Committee – Chapel Allerton, Moortown and Roundhay

Report author: Lee Griffiths, Area Officer, Tel: 0113 3367638

Date: 29th June 2015

Area Update Report

Purpose of report

1. This report provides Members with an update on the work programme of Inner North East Community Committee.

Main issues

2. Following on from the March meeting of the Inner North East Community Committee (priority setting for for 2015/16), Members are asked to consider how to best ensure progress against their identified priorities:
 - Support projects, organisations and activities that tackle Social Isolation.
 - Support projects, organisations and activities that work towards reducing health inequalities with a focus on reducing diabetes and improving cancer awareness.
 - Support projects, organisations and activities with a focus on dementia.
 - Support projects, organisations and activities that focus on community led environmental activities.
 - Support projects, organisations and activities that provide Community reassurance.
 - Support projects and organisations and activities that work towards reducing burglary.
 - Support projects, organisations and activities the reduce child poverty and its causes.

- Support projects, organisations and activities relating to debt advice and welfare of local communities.
 - Support projects, organisations and activities that are new and innovative and tackle poverty.
 - Support projects, organisations and activities that raise awareness of/and/or reduce domestic violence and support.
 - Support projects, organisations and activities that work towards reducing language barriers for new communities.
 - Support projects, organisations and activities that increase community cohesion.
 - Support projects, organisations and activities that strengthening grassroots community projects and activities.
3. Whilst tangible progress has been made in the first year of the Community Committees, most notably increasing resident and partner involvement in the decision making process and giving specific focus to key themes such as employment in the Queenshill and Brackenwood Estates and social isolation, it is clear that there is still more work to do.
 4. One of the key issues for Community Committees in the coming year is having an identified mechanism to drive forward its priorities and achieve defined outputs that can be measured and RAG rated by Elected Members and in turn partners and stakeholders.
 5. This step change from the Community Committee being a vehicle for articulating local concerns to being a driver for change is a challenge common to all ten Community Committees.
 6. It is proposed that is that a cross Ward working group is established to explore options and best practice for how the Community Committee can achieve this aim.
 7. A possible option to explore is the establishment of a Neighbourhood Improvement Board (NIB) for Inner NorthEast Leeds that along with the locally developed Neighbourhood Improvement Plans (NIPs) would be the driver for progress against the Community Committees identified priorities.
 8. The Neighbourhood Improvement Board option is one that is already being employed by both the West North West and South East Area Support Teams. The key elements underpinning this approach are the buy-in and involvement of council services and partners at a senior level, creating an accountable body for measuring and delivering progress against agreed outcomes.
 9. This work would be supported by the new Area Officer, Meanwood and Chapeltown that is currently being recruited. It is proposed that the work of the new Area Officer is informed by local intelligence and data sets and is aligned to the priorities of the

Community Committee. This in turn would lead to the creation of annually produced Neighborhood Improvement Plans.

10. At the time of writing, the Area Officer for Meanwood and Chapeltown, funded by the Inner North East Community Committee is in the process of being recruited with the aspiration of being in post by mid-July.
11. Members should also note that the new three point pricing policy for community centres within the citizens and communities portfolio was implemented for new bookings on 1st May 2015. This was agreed by Executive Board in July 2014. The new policy sets prices at commercial and community rates and allows Community Committees to agree free lettings in their community centres. In order to improve accountability for these decisions, free lettings now need to be agreed for each individual letting. Each Community Committee is able to agree the delegated approval process that best suits their needs.
12. A second stage review will look at developing the community centre delegation arrangements to increase accountability at a local level. Initial discussions will take place with Community Committee Chairs to scope this work including the possibility of greater budget delegation. The implementation of the pricing review has uncovered a number of deficiencies in the availability of management information relating to the usage and financial performance of community centres, which is needed to underpin an improved Community Committee delegation. This will be addressed during review of lettings processes, including the move towards online transactions.
13. A major review is commencing of the service level agreement between Citizens and Communities and Civic Enterprise Leeds covering caretaking, cleaning, repairs, programmed maintenance and building management. Community Committees will be involved in this process as it takes shape.
14. Subject to Member approval it is proposed that on a case-by-case basis Ward Members are emailed the details of each request for a free let. It is then for the Ward Members to approve or decline this request on a majority basis i.e. two out of the three Ward Members are in agreement. Once these decisions are made, the Area Officer will communicate this to the Communities Team.
15. The rationale behind this approach is that in order to get through the anticipated volume of requests generated by the new letting procedures, Ward Members will have the flexibility to respond electronically rather than via their monthly Ward Member meetings which could cause delays and, in turn, uncertainty for applicants.
16. The Communities Team is currently undertaking engagement around Meanwood Community Centre as part of the consultation about the future of ten community centres across the city. A public meeting took place on 3rd June, asking attendees for their thoughts on the future of the centre and for ideas around increasing its usage and sustainability.
17. A group of community centre users have expressed an interest in setting up a management committee to potentially take over the running of Meanwood Community

Centre. Members of five different groups who are currently either based at the centre, or use the centre on a regular basis have expressed that they would be interested in helping to form this new management committee.

18. This proposed management committee would like to explore options to take on more of the costs and processes associated with the upkeep and running of the centre, with the building still remaining under Leeds City Council ownership. Users felt confident that they would be able to encourage more people to use the centre and develop the activities that are currently on offer there.
19. The group would like to enter a formal submission of interest to both the Inner North East Community Committee, and then the Executive Board, that they wish to explore the option of creating a new management committee for the building. They would then advance with the development of some terms of reference to take on more of the responsibility for the running of the Centre.
20. On 7th July 2014, the Community Committee considered a report entitled “Your new Community Committee” (minute 8 refers). Members considered whether it was appropriate for the newly established Inner North East CC to recruit non-voting co-optees from the locality to help with the committees’ work. At that time, the CC resolved to defer consideration of the matter to allow time for further consideration of the necessary recruitment and selection mechanism and to continue to focus on engagement through workshop sessions
21. Article 10 of the Constitution states that by resolution, Community Committees may appoint or remove non-voting Co-opted Members who may participate in the business of the Community Committee. The relevant Community Committee Procedure Rules state that “Co-opted members may participate in the debate in the same way as Elected Members, but will be non-voting members of the Committee.
22. No co-opted member shall be appointed for a period beyond the next Annual Meeting of the Council.
23. With regard to participation on financial matters, in line with Section 102(3) of the Local Government Act 1972, the procedure rules state that, ‘Co-optees will not ...participate in (the) business of the committee which regulates or controls the finance of the area’. This would preclude co-optees participating on matters such as Wellbeing funding applications for example.
24. As this is the first meeting of the 2015/16 Municipal Year, Members are requested to review the success of the operating mechanisms established for the Inner North East CC during 2014/15 and to consider whether to appoint co-optees to the Inner North East CC for 2015/16
25. In doing so, Members are asked to note that, at the time of writing this report, no selection mechanism is in place and, should the Community Committee confirm that it wishes to appoint co-optees, a further report will need to be presented to the September meeting to formally approve any nominations received for co-opted members for the remainder of the 2015/16 Municipal Year.

Conclusion

26. There are a number of actions on-going to achieve the Community Committees' priorities and fulfil its work programme but despite this, the Community Committee recognises that there is still a significant amount of work to be done.

Recommendations

27. That Members note the contents of the report and make comment where appropriate.

28. That Members agree to the formation of a cross Ward working group to explore the options of how to best ensure that progress against the priorities for the Community Committee is achieved.

29. That Members agree to process for deciding upon Community Centre lets in light of the new arrangements as approved by the council's Executive Board.

30. That Members note the formal submission from users of Meanwood Community Centre and the same submission is sent to the Executive Board.

31. That Members to consider whether to appoint co-optees to the Inner North East CC for 2015/16.

Background information

- Link to the Facebook Page for the Inner East Community Committee:
<https://www.facebook.com/LCCInnerNE>
- Link to the Priority Setting report that was approved by the Inner East Community Committee in March 2015:
<http://democracy.leeds.gov.uk/documents/g6868/Public%20reports%20pack%2009th-Mar-2015%2018.30%20Inner%20North%20East%20Community%20Committee.pdf?T=10>

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Report of: Jane Maxwell, East North East Area Leader

Report to: Inner North East Community Committee – Chapel Allerton, Moortown, Roundhay

Report author: Lee Griffiths, Area Officer, Tel: 0113 3367638

Date: 29th June 2015

Wellbeing Report

Purpose of this report

1. The purpose of this report is to provide Members of the Inner North East Community Committee with details of its Wellbeing budget, including details of any new projects for consideration.

Main Issues

2. This report provides Members with an update on the current position of the capital and revenue budget for the Inner North East Community Committee
3. Applications for funding, both revenue, are included in the report for Members consideration.
4. Applications considered by a delegated decision are included for Members to note.

Recommendations

5. The report asks Members to note the spend to date and current balances for the 2014/15 financial year and to note the proposed Wellbeing budget allocation for 2015/16, as approved by full council.
6. Note the delegated decisions made in relation to Summer Holiday Activities and the Youth Activity Fund.
7. Consider the Wellbeing Advisory Group's recommendations and approve, where appropriate.

Background information (2014/15)

Revenue

8. Each of the ten Community Committees receives an annual allocation of revenue funding. The amount of funding for each Community Committee is determined by a formula based on 50% population and 50% deprivation in each area, which has been previously agreed by the Council's Executive Board.
9. It has been agreed that the revenue Wellbeing budget for this Community Committee for 2015/16 is £128,070. Carryover of both uncommitted and committed revenue funds from 2014/15 has also continued as well as any in year underspends. The total budget for 2015/16 is £172,995. It must be noted by the Community Committee that this figure includes schemes approved and ongoing from 2013/14 which are carried forward to be paid (£38,848.65). A full break down of spend can be found at **Appendix A** for more detail.
10. As agreed at the March 2014 meeting of the Inner North East Area Committee, once the agreed funding has been allocated to budget headings the remaining budget will be for large grants across the whole of the Inner North East.
11. Wellbeing fund applications are considered at Wellbeing Advisory Group meetings which have an elected member from each of the ward in the Inner North East Community Committee Area; Chapel Allerton, Moortown and Roundhay.

Ward Budgets

12. As agreed at the March 2014 meeting of the Inner North East Community Committee each ward (Chapel Allerton, Moortown and Roundhay) were delegated a budget of £10,000 from the larger Wellbeing budget. This budget is for projects taking place at a ward level. Applications are subject to an approval process and may also include cross ward projects. More information can be found at **Appendix B**

Community Engagement

13. The Inner North East Community Committee approved an amount of £2,000 at its March 2014 meeting to spend on community engagement activities across the Community Committee boundaries.
14. The funds are to be spent on room hire, refreshment and stationary costs associated with community meetings and the annual volunteer thank you event. The expenditure to date against this budget can be found at **Appendix B**.

Capital Receipts Programme

15. The establishment of a Capital Receipts Incentive Scheme (CRIS) was approved by Executive Board in October 2011. The key feature of the scheme is that 20% of each receipt generated will be retained locally for re-investment, subject to maximum per receipt of £100k, with 15% retained by the respective Ward – via the existing Ward Based Initiative Scheme - and 5% pooled across the Council and distributed to Wards on the basis of need.

16. Details of the current balance of Capital Wellbeing funding are shown in **Appendix C**. Future allocations will take place on a quarterly basis following regular update reports to Executive Board. As agreed previously by the Inner North East Community Committee.

YAF Funding 2015- 16

17. In March 2013 the Council's Executive Board approved a new allocation to the overall Community Committee budget ring-fenced for youth activities of £500k in 2014/15.
18. As a result, the budgets ring-fenced for youth activities allocated to the Community Committee was £51,760 in 2014/15. In 2015/16 the amount of YAF funds allocated to the Community Committee is £51,760, which was ratified by Full Council on the 25th February 2015. Details of the current balance of Youth Activity Fund (YAF) are shown in **Appendix D**.
19. In addition to the ring fenced budget of £51,760 to allocate on Youth Activities in 2015/16 the underspend from the 2014/15 budget is £1455.25. This will provide an overall budget for the Youth Activities Fund of £53,125.25 in 2015/16. The allocation of budget has been calculated based on NHS population data of young people aged 8 – 17 living in the Inner North East Area Committee boundaries.
20. Due to timing of the Inner North East Community Committee meeting the following decisions relating to the Youth Activity Fund have been made by delegated decision, includes 10 applications which have been declined:

RJC Dance, RJC Holiday Dance Camps – awarded £8500
Life Force Productions, Sister Sound Salon - awarded £5310
Leeds City Council, Parks, A Walk on the Wild Side - awarded £4000
Leeds City Council, Sport and Active Lifestyles, pop up sports clubs - £7246.96
Leeds City Council, Libraries, Lego - awarded £800

Feel Good Factor, A Taste of Life- awarded £0
Zest Health for Life, Holiday Activities - awarded £0
Leeds City Council, Sport and Active Lifestyles, Scotthal Multi sports and swim camp - awarded £0
Chapelton Community Netball, Impact sports and craft camp - awarded £0
CYDC, Summer sports Camp - awarded £0
Life Force Productions, Ice pop hip hop holiday shop - awarded £0
Leeds City Council, Sport and Active Lifestyle Awards - awarded £0
Zest Health For Life, Meanwood Olympics - awarded £0
Urban Angles – On The Wings of Card Board - awarded £0
Leeds Childrens Circus, CIR-CUS - awarded £0

Well Being Budget 2015-16

21. There is £20,497 remaining in the Wellbeing budget for 2015/16. This does not include the £30,00 set aside in March 2015 to fund summer holiday activities.
22. The following decisions were made by delegated decision for summer holiday activities from the £30,000 wellbeing funding allocated from Wellbeing in March 2015/16:

Meanwood Valley Urban Farm, Environmental Summer Play Scheme - awarded £2000
CYDC, Streets to Society - awarded £5600
Leeds City Council, Youth Service, Summer Holiday Programme - awarded £3900
Leeds City Council, Sport and Active Lifestyles - Accreditation Awards - awarded £11,383
Leeds City Council, Youth Offer Projects, Herd Farm Summer Holiday Activities - awarded £6450

New Revenue Projects for consideration from 2015/16 budget

23. The following projects have been considered by ward Members and recommend they are funded from their appropriate ward budgets:

24. Chapel Allerton

- Community events Pot - £500
- Meanwood Valley Urban Farm, Environmental Summer Play Scheme - £500

25. Moortown

- Community events Pot - £500
- Skips budget - £1000
- Meanwood Valley Urban Farm, Environmental Summer Play Scheme - £500

26. The following Wellbeing applications were considered by the Wellbeing Advisory Group which recommends the following decisions are made:

27. **Project:** Annual Remembrance Service

Organisation: Leeds Jewish Ex- Servicemen's and Women's Association

Amount Applied for: £125

Recommendation from Wellbeing Advisory Group: award £125

Projected Year of Spend: 2015/16

28. **Project:** Trips and equipment

Organisation: Button Hill Residents and Tenants Association

Amount Applied for: £700

Recommendation from Wellbeing Advisory Group: award £150

Projected Year of Spend: 2015/16

29. **Project:** PHAB Friday Night Club

Organisation: PHAB Leeds

Amount Applied for: £747.97

Recommendation from Wellbeing Advisory Group: award £747.97

Projected Year of Spend: 2015/16

30. **Project:** Roscoe Church Youth Provision

Organisation: LCC, Youth Service

Amount Applied for: £500

Recommendation from Wellbeing Advisory Group: award £500
Projected Year of Spend: 2015/16

31. **Project:** Money and Benefit Buddies
Organisation: Leeds City Council Community Hubs
Amount Applied for: £1065
Recommendation from Wellbeing Advisory Group: award £1065
Projected Year of Spend: 2015/16
32. **Project:** Building capacity in our neighbourhood
Organisation: MAECARE
Amount Applied for: £2700
Recommendation from Wellbeing Advisory Group: defer pending further discussions.
Projected Year of Spend: 2015/16
33. **Project:** Summer gardening and literacy club
Organisation: Leeds City Council Community Hubs
Amount Applied for: £1400
Recommendation from Wellbeing Advisory Group: award £0
Projected Year of Spend: 2015/16
34. **Project:** Community Participation & Learning Programme
Organisation: Irish Arts Foundation
Amount Applied for: £2500
Recommendation from Wellbeing Advisory Group: defer pending further discussions.
Projected Year of Spend: 2015/16
35. **Project:** Al-Khidmat Centre
Organisation: Leeds Islamic Centre
Amount Applied for: £2500
Recommendation from Wellbeing Advisory Group: defer pending further discussions.
Projected Year of Spend: 2015/16
36. **Project:** Providing services & opportunity for the people of Brackenwood
Organisation: Brackenwood Community Association
Amount Applied for: £7764
Recommendation from Wellbeing Advisory Group: defer pending further discussions.
Projected Year of Spend: 2015/16

Corporate considerations

37. Wellbeing funding is used to support the annual priorities agreed by Elected Members at the March meeting of the Inner North East Community Committee. The annual priorities support the Council's Vision for Leeds 2011 to 2030 and Best Council Plan 2013-17.

38. Youth Activity Funding supports the Children and Young People's plan outcome – 'Children and Young People Have Fun Growing Up'.
39. Sometimes decisions need to be made between formal meetings of the Community Committee and therefore the Area Leaders have delegated authority from the Assistant Chief Executive (Citizens and Communities) to approve spend outside of the Community Committee cycle. All delegated decisions are taken within an appropriate governance framework and must satisfy the following conditions:
 - a. consultation must be undertaken with all committee/relevant ward Members prior to a delegated decision being taken;
 - b. a delegated decision must have support from a majority of the Community Committee Elected Members represented on the committee (or in the case of funds delegated by a Community Committee to individual wards, a majority of the ward councillors), and;
 - c. details of any decisions taken under such delegated authority will be reported to the next available Community Committee meeting for Members' information.
40. The Community Committee, supported by the East North East Area Support Team, has delegated responsibility for taking of decisions and monitoring of activity relating to utilisation of capital and revenue Wellbeing budgets (including the Youth Activity Fund) within the framework of the Council's Constitution (Part 3, Section 3D) and in accordance with the Local Government Act 2000.
41. In line with the Council's Executive and Decision Making Procedure Rules, agreed at Full Council May 2012, all decisions taken by Community Committees are not eligible for Call In.
42. There is no exempt or confidential information in this report.

Conclusion

43. The Wellbeing fund provides financial support for projects in the Inner North East area which support the annual priorities of the Community Committee.
44. New capital funds have been transferred to the Community Committee via the Capital Receipts Incentive Scheme.
45. The Youth Activity Fund (YAF) has been delegated to the Area Committee to fund universal activities for children and young people aged 8 – 17.

Recommendations

Members are asked to:

46. Note the current position of the capital and revenue budget for the Inner North East Community Committee
47. Note the spend to date and current balances for the 2015/16 financial year;

48. Members are asked to note the delegated decisions made in relation to the Youth Activity Fund and Wellbeing Summer Holiday Activities.
49. Consider the project proposals and approve, where appropriate, the Wellbeing applications outlined at paragraphs 24 to 36.

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Funding / Spend Items	CHAPEL ALLERTON	MOORTOWN	ROUNDHAY	Area Wide	Total
Balance b/f 2014-15	£ 4,005.62	£ 7,801.86	£ 1,889.34	£ 31,228.18	£ 44,925.00
New Allocation for 2015-16	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 98,070.00	£ 128,070.00
Income	£ -	£ -	£ -	£ -	£ -
Total available (incl b/f bal) 2015-16	£ 14,005.62	£ 17,801.86	£ 11,889.34	£ 129,298.18	£ 172,995.00
Schemes Approved from 2014-15 budget to be spent in 2015-16	£ 2,471.95	£ 7,075.54	£ 139.16	£ 29,162.00	£ 38,848.65
Amount of b/f budget available for new schemes 2015-16	£ 11,533.67	£ 10,726.32	£ 11,750.18	£ 100,136.18	£ 134,146.35

Carried forward from 14/15	CHAPEL ALLERTON	MOORTOWN	ROUNDHAY	Area Wide	Total
Changing Room Sign for Albert Johanneson	270.00	-	-	-	270.00
Bulb Planting Contribution at Norma Hutchinson Park	500.00	-	-	-	500.00
Bands in the Park	1,200.00	-	-	-	1,200.00
Chapeltown Plaque Unveiling Event - Refreshments	1.95	-	-	-	1.95
Community Achievement Celebration	500.00	-	-	-	500.00
Signage Pot - BFwd 13-14	-	5,000.00	-	-	5,000.00
Moortown Corner Feasibility study	-	2,000.00	-	-	2,000.00
Grit Salt	-	75.54	-	-	75.54
Skip for Brackenwood Community Centre	-	-	139.16	-	139.16
Chapeltown CCTV	-	-	-	7,500.00	7,500.00
Area Committee Apprenticeship Post	-	-	-	8,160.00	8,160.00
Prince Phillip CCTV	-	-	-	13,502.00	13,502.00
Total of schemes approved in 2014-15	£2,471.95	£7,075.54	£139.16	£29,162.00	£38,848.65

Approved 2015-16 Schemes	CHAPEL ALLERTON	MOORTOWN	ROUNDHAY	Area Wide	Total
Ward Pot	11,533.67	10,726.32	11,750.18		34,010.17
Community Engagement				2,000.00	2,000.00
Herd Farm Summer Activities Programme				6,450.00	6,450.00
Summer Holiday Programme				3,900.00	3,900.00
Streets to Society Project				5,600.00	5,600.00
Accredited Awards				11,383.00	11,383.00
Environmental Summer Playscheme				2,000.00	2,000.00
Festive Lights				14,106.00	14,106.00
CCTV Chapeltown				7,500.00	7,500.00
Neighbourhood Project Officer				26,700.00	26,700.00
Total of schemes approved in 2015-16	£11,533.67	£10,726.32	£11,750.18	£79,639.00	£113,649.17

Grand Total Projected Spend 2015-16 (incl b/f schemes)	£14,005.62	£17,801.86	£11,889.34	£108,801.00	£152,497.82
Total Budget Available for 2015-16 (incl b/f Bal)	£14,005.62	£17,801.86	£11,889.34	£129,298.18	£172,995.00
Remaining Budget Unallocated	£0.00	£0.00	£0.00	£20,497.18	£20,497.18

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Chapel Allerton Ward Pot - 230/00		Payment	Actual Spend	Committed	Earmarked	Total	Remaining	Method of Approval	Date of Approval	Invoice Number
CA01	George Wright Plaque - City Signs	Z697781	£	145.00				email - all Cllrs	30.03.2015	
CA02	Skip for Newton Grove Clean Up Day June				£ 167.59			ward mtg		
CA03	New Shipping Container				£ 1,960.00					
CA04	Security Light for the Hamiltons				£ 170.00					
CA05	Floral Displays in Chapel Allerton (12 planters) & Chapeltown (6 planters)	Z702443	£	900.00				email Cllr Dowson		
CA06	Three Planter Plaques for Chapel Allerton	Z704940	£	33.00						
CA07	Watering Can and Tub for CA Planters	Petty Cash	£	11.85						
CA08	Street Art - Communication Box Competition									
INE.15.05.SP	Environmental Summer Playscheme				£ 500.00					
£ 11,533.67			£ 11.85	£ 1,078.00	£ 2,797.59	£ 3,887.44	£ 7,646.23			

Moortown Ward Pot - 230/00		Payment	Actual Spend	Committed	Earmarked	Total	Remaining	Method of Approval	Date of Approval	Invoice Number
M01	02.04.2015 Meanwood Parkside Road Allotments Skip	Z694160	£	139.16				Email Cllr Sobel	16.03.2015	
INE.15.05.SP	Environmental Summer Playscheme				£ 500.00					
£ 10,726.32			£ 139.16	£ -	£ 500.00	£ 639.16	£ 10,087.16			

Roundhay Ward Pot - 230/00		Payment	Actual Spend	Committed	Earmarked	Total	Remaining	Method of Approval	Date of Approval	Invoice Number
R01	03.04.2015 Skip for Brackenwood Community Centre	Z695911	£	139.16				Email	26.03.2015	488999
R02	10.04.2015 Skip for Roundhay Allotments	Z697057	£	139.16						489759
£ 11,750.18			£ 278.32	£ -	£ -	£ 278.32	£ 11,471.86			

Community Engagement		Payment	Actual Spend	Committed	Earmarked	Total	Remaining	Method of Approval	Date of Approval	Invoice Number
£ 2,000.00			£ -	£ -	£ -	£ -	£ 2,000.00			

36,010.17

TOTAL	£ 429.33	£ 1,078.00	£ 3,297.59	£ 4,804.92	£ 31,205.25
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POTS

2014/15 CA16 Bands in the Park		Payment	Actual Spend	Committed	Earmarked	Total	Remaining
a)	Paint for M Valley Farm - Chairs for Bands in the Park	Petty Cash	£25.00				
1,200.00			£25.00	£0.00	£0.00	£ 25.00	£ 1,175.00

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Date received	Allocation
	£ 18,900.00
Total available to spend	£ 18,900.00
Approved 2015/16 schemes	
Total spend	£ -
Total budget	£ 18,900.00
Remaining budget unallocated	£ 18,900.00

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INNER NORTH EAST AREA COMMITTEE Youth Activity Fund budget 2015-16

Funding / Spend Items	Area Wide	Total
Balance Brought Forward from 2014-15	18,066.59	18,066.59
New Allocation for 2015-16	51,670.00	51,670.00
Total available (inc b/f bal) for schemes in 2015-16	69,736.59	69,736.59
Schemes approved 2014-15 to be delivered in 2015-16	16,611.34	16,611.34
Funding Available for New Schemes 2015-16	53,125.25	53,125.25

Projects Carried forward from 2014-15		
MWD Child Out Zone	166.00	166.00
Chapy Young Peoples Zone	194.00	194.00
Brackenwood Child Out Zone	2,104.00	2,104.00
A Piece of the Action	5,742.00	5,742.00
A Taste of Life	6,964.75	6,964.75
MWD - Friday Night Youth Project	982.99	982.99
Old Leos Junior Cricket Club Junior Coaching Programme	457.60	457.60
Total of Schemes Approved brought forward	£16,611.34	£16,611.34

Approved 2015-16 Schemes		
RJC Half Term & Summer Dance Camps	8,500.00	8,500.00
Sister Sound Salon	5,310.00	5,310.00
A Walk on the Wild Side!	4,000.00	4,000.00
Lego Club	800.00	800.00
Pop up Sport Club - Roundhay & Moortown	7,246.96	7,246.96

Total Projected Spend 2015-16 New Schemes incl Bfwd schemes	£42,468.30	£42,468.30
Budget for 2015-16 incl Bfwd bal	69,736.59	£69,736.59
Remaining Budget Unallocated	£27,268.29	£27,268.29

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Report of: Jane Maxwell, East North East Area Leader

Report to: Inner North East Community Committee – Chapel Allerton, Moortown, Roundhay

Report author: Clare Wiggins; Area Improvement Manager; Tel: 0113 336 7646 / Lee Paton; Regeneration Support Officer; 0113 247 6225

Date: 15th June 2015

Derelict and Nuisance Sites Programme Update

Purpose of report

1. The report provides some background to the derelict and nuisance property programme established in 2011.
2. The report provides the Community Committee with details of actions undertaken and pending in the area to address derelict and nuisance sites and bring about environmental improvements.

Recommendations

3. The Community Committee is requested to note progress and raise any questions.
4. The Community Committee is asked to agree to the Environmental Sub Group performing a monitoring role

Purpose of this report

5. To provide the Community Committee with background to the Derelict and Nuisance Sites programme, including an overview of the process for nominating sites for inclusion within the programme.
6. To provide information on actions undertaken and pending along with successes of the project within the Community Committee area.

Background

7. This programme was established in 2011 to improve coordination across the Council in dealing with the worst derelict and eyesore properties across the city which are causing a nuisance and blight on communities.
8. An Enforcement Working Group has been established to coordinate action, including representatives from Regeneration, Building Control, Planning Compliance, Conservation and the Area Support Teams who liaise with Enforcement Officers within the three Locality Teams.
9. In February 2011, Executive Board agreed to support the programme with a rolling budget of £500,000 over a three year period from the capital programme, delegated to the Director of City Development.

Main issues

10. In 2011 a programme steering group and working group were established to address derelict and nuisance properties across the city with Leeds City Council supporting the work with a £500,000 budget.
11. Area Support Teams were invited to submit their 'top 10' problem sites. The sites were identified from a number of sources, including ward Member complaints, sites raised at 'tasking' meetings or community forums and sites identified by enforcement officers. Committee Chairs and Community Committee Environmental Sub Groups also identified properties and in a Yorkshire Evening Post article, members of the public were invited to suggest properties. Appendix A shows the criteria for the nomination of sites.
12. A total of 74 properties were initially identified across the city, with a first tranche of 34 properties prioritised in year 1 of the project. Continuous review of the sites included in the programme has resulted in the current position (May 2015), across the city, there are a total of 107 sites included within the programme - 78 properties with ongoing actions, 14 sites with long term proposals being implemented and 15 sites completed with some form of development.
13. There are currently 32 sites within East North East Leeds included within the programme. The only site currently included within the programme, situated within Outer North East, is 62 High Street, Clifford.
14. The primary role of the derelict and nuisance property programme is to tackle the nuisance and eyesore issues which affect properties and impact upon local residents and businesses. Once the main issues have been tackled, the property will be

monitored and contact will be maintained with owners to find a long term redevelopment / re-use solution. Only once a sustainable solution is identified and implementation started will a property be considered to be completed.

Inner North East key cases

15. Currently, there are four live cases with actions ongoing in Inner North East, which include the former Mobil Garage at 133-135 Chapeltown Road, the former Jyoti Video Shop at 195 Chapeltown Road, the former Gurdwara Temple at 281a Chapeltown Road.
16. Owners of all four sites have recently been contacted and updates have been received from the owners of the former Jyoti Video Shop, who have advised that all outstanding external works will be completed by the end of August 2015, although it should be noted that the planning condition stipulates that the external works should be completed no later than 31/12/15; the owners of the former Gurdwara who have confirmed that the front wall is complete and work has commenced on the steps to the front of the building. With regards to 133-135 Chapeltown Road, a request has been submitted from Planning Compliance to the local Environmental Action Team to request that the owner cuts back the vegetation on the site and gives a clear up, the deadline for completion of the works is late June 2015. In addition Regeneration has written to the owner to explore the possibility of the owner contributing to an arts project that will improve the appearance of the site, given its prominent location. No response has been received at the time of this report and further correspondence will be made imminently.

Corporate Considerations

Consultation and Engagement

17. The properties identified were agreed by Members prior to the submission being made. The sites were also discussed and supported by the respective Environmental Sub Groups for the East North East area. There have subsequently been press releases and items on local news programmes that have brought this project to the attention of the public.

Equality and Diversity / Cohesion and Integration

18. Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

Council policies and City Priorities

19. The Derelict and Nuisance Sites programme supports the City Priorities Plan, specifically by improving local communities.

Resources and value for money

20. An initial budget of £500,000 has been allocated to support this project. However, in many instances any resources used from that budget will be recouped by the Council

from the owner. Value for money considerations form part of the Design and Cost Report and programme monitoring when requesting funds from this budget.

Legal Implications, Access to Information and Call In

- 21. There are no key or major decisions being made that would be eligible for call in.
- 22. All notices served are subject to legal advice prior to the action being taken.

Risk Management

- 23. A full risk assessment has been carried out for this project.

Conclusion

- 24. The report provides Community Committees with an update on the progress of the Derelict and Nuisance Sites project.
- 25. The report focuses on the one site located within the Inner North East area.

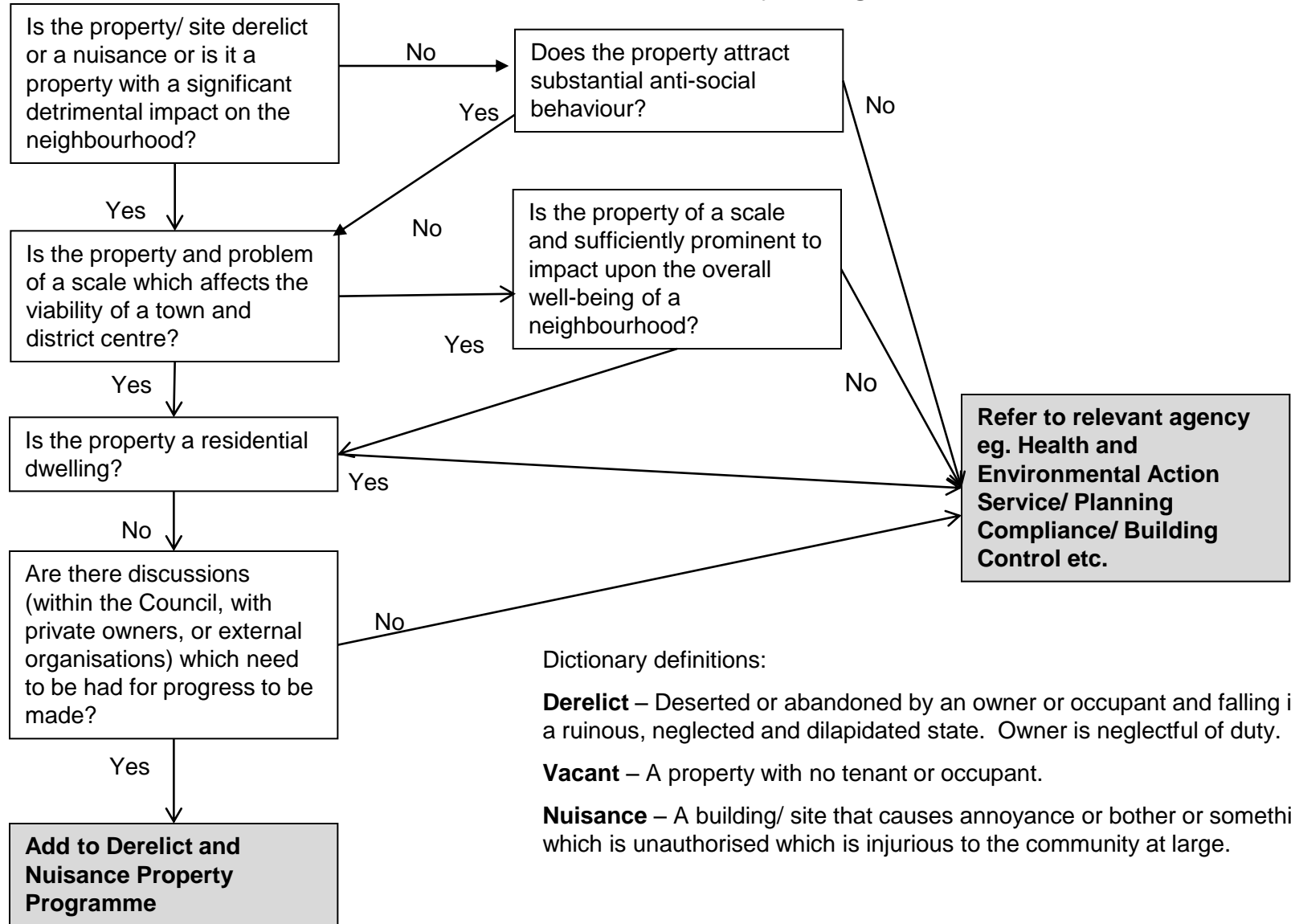
Recommendations

- 26. The Community Committee is requested to note progress and raise any questions.
- 27. The Community Committee is asked to agree to the Environmental Sub Group performing a monitoring role.

Background information

Report to Executive Board; 18th July 2012 'Derelict and Nuisance Programme'

Process for identifying whether sites should be added to the Derelict and Nuisance Property Programme



Dictionary definitions:

Derelict – Deserted or abandoned by an owner or occupant and falling into a ruinous, neglected and dilapidated state. Owner is neglectful of duty.

Vacant – A property with no tenant or occupant.

Nuisance – A building/ site that causes annoyance or bother or something which is unauthorised which is injurious to the community at large.

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Date: 27th May 2015

Subject: Parks and Countryside Area Delegation Information for Inner North East

1 Purpose

1.1 This document illustrates information relating to the Inner North East area following Executive Board approval in March 2015 to delegate the development and horticultural maintenance of community parks, cemeteries, recreation grounds, urban woodland, natural areas and local green space to community committees.

2 Background

2.1 The Parks and Countryside service provided annual reports to community committees highlighting issues relating to the community green space function, focussed around community parks. The following matters have now also been approved for delegation to community committees and are to be reviewed annually:

- To include the horticultural maintenance of community parks, cemeteries, recreation grounds, urban woodland, natural areas and local green space as part of the area delegation
- To delegate investment decisions on these sites to help achieve and sustain Leeds Quality Park standard
- To delegate resource priorities for these sites using the parks asset register to determine resource requirements and the impact of any proposed changes

2.2 Further information on these matters is now set out in the following sections:

- Scope of delegation
- Delegation of investment decisions
- Delegation of resource priorities

3 Scope of delegation

3.1 The previous scope related specifically to community parks; this remit has now been expanded to include recreation grounds, local green space, nature conservation sites, cemeteries and closed churchyards. Parks and Countryside are also responsible for the maintenance of roundabouts included in scope, many of which have sponsored floral features in support of the 'In Bloom' initiative. This secures an income each year which in turn enables roundabouts to be enhanced with bedding and other landscape features as well as administering the scheme.

4 Area Profile of the Service

4.1 The following table summarises community green space assets managed by Parks and Countryside in the Inner North East community committee. It is worth noting that the number of playing pitches refers to those pitches formally marked out, and there may be potential for more provision depending on demand:

Asset	Quantity
Community parks	4
Playing Pitches:	
Football	19
Rugby	0
Bowling greens	5
Playgrounds	8
Multi-use games areas	4
Skate parks	1

4.2 Community Parks

4.2.1 The community parks in the Inner North East area are as follows:

- Chapel Allerton Park
- Meanwood Park
- Norma Hutchison Park
- Potternewton Park

4.3 Sports Pitches

4.3.1 Parks and Countryside provide annual pitch hire for sports teams. The table below shows the number of teams with current bookings playing on pitches in the area: *(note this excludes clubs who have a long term lease in place)*

Age Group	No of Teams
Open Age	14
Juniors	25

4.3.2 The current position on the quality of these sites is examined later in this report as is the investment need to attain or sustain the Leeds Quality Park standard.

4.4 Functions not included in scope

4.4.1 Many of the service functions within Parks and Countryside are based centrally, or at major parks and therefore cannot be considered at an area dimension. These include the nursery, allotments, bereavement services, forestry, transport and engineering along with technical and administrative functions.

4.4.2 Horticultural maintenance of major city parks would not be included namely at Roundhay, Temple Newsam, Lotherton, Kirkstall Abbey, Middleton Park, Otley Chevin Forest Park and

Golden Acre. In addition gardens in the city centre management area would not be included along with golf courses and the 3 crematoria sites in the city.

4.4.3 It is important to note that there is a £3.2 million income target each year for parks development of which around £1 million labour is offset against capital, mainly through landscaping undertaken during the autumn and winter period. In practice this means staff who undertake maintenance tasks during the summer supplement 'extra work' teams in winter to undertake parks development. The work itself can take place anywhere across the city depending on where capital schemes are being delivered, so it is very difficult to determine how this could be apportioned or delegated at an area level other than on an arbitrary basis. For this reason parks development work has been excluded from the scope of delegation.

5 Delegation of investment decisions

- 5.1 The Parks and Green Space Strategy approved at Executive Board in February 2009 sets out the vision and priorities to 2020. One of the key proposals contained in the strategy is the aspiration for all community parks to meet the Green Flag standard for field based assessment by 2020.
- 5.2 The Leeds Quality Parks scheme is based on the national Green Flag Award which has been developed around the following key criteria as follows;
- **A welcoming place** - how to create a sense that people are positively welcomed in the park
 - **Healthy, safe & secure** - how best to ensure that the park is a safe & healthy environment for all users
 - **Clean & well maintained** - what people can expect in terms of cleanliness, facilities & maintenance
 - **Sustainability** - how a park can be managed in environmentally sensitive ways
 - **Conservation & heritage** - the value of conservation & care of historical heritage
 - **Community involvement** - ways of encouraging community participation and acknowledging the community's role in a park's success
 - **Marketing** - methods of promoting a park successfully
- 5.3 The Parks and Countryside service reports annual performance under the Leeds Quality Parks scheme based on *'the percentage of Parks and Countryside community parks which meet the Green Flag standard'*.
- 5.4 The indicator includes an assessment of each community park which has particular relevance to community committee engagement. The scheme is known as the Leeds Quality Park (LQP) standard. The following table provides a current profile of these assessments for the Inner North East community committee. An average score of 7 for each criterion will allow the park to achieve a pass. To illustrate each park's strengths and weaknesses, scores below 7 have been shaded to indicate where improvements are needed.

Site	Year Assessed	Welcoming Place	Healthy, Safe, Secure	Clean, Well Maintained	Sustainability	Conservation / Heritage	Community Involvement	Marketing	Meets Standard?
Chapel Allerton	2014	7.8	8.0	8.0	7.8	8.0	8.0	6.0	Y
Meanwood Park	2014	7.5	7.6	7.0	8.8	8.7	8.5	7.7	Y
Norma Hutchison Park	2014	6.8	8.2	7.0	6.4	3.0	7.5	3.3	N
Potternewton Park	2014	8.0	8.4	7.5	7.6	7.0	7.5	6.7	Y

5.5 In 2014 all community parks were reassessed, and from the results above there are 3 parks that reach the standard. The following table summarises the overall performance.

Community Committee	Number of Community Parks	Achieve LQP Standard 2014/15	Percentage
Inner North East	4	3	75%

5.6 Improvements that took place during 2014 are as follows:

- Allerton Grange – Provision of signage
- Roundhay Park – Improvements to tennis courts

5.7 The following table provides a perspective on the minimum level of investment required to achieve the LQP standard for the one remaining park. It also includes the level of reinvestment required across all the community parks in order to sustain the LQP pass up to 2020.

Site Name	Cost to Achieve (excluding fixed play) £	Reinvestment 2020 (excluding fixed play) £
Norma Hutchison Park	18,000	-
Total to achieve LQP	18,000	-
Average annual reinvestment	-	9,574
Total reinvestment to 2020	-	38,295
Overall Total Investment to 2020	56,295	

5.8 Reinvestment levels are estimated according to the expected lifespan of equipment and infrastructure as set out below:

Description	Timescale for Recurring Investment
Signage and interpretation	5 years
Fixed play (including MUGA's/skate parks)	10 years
Bins and benches	15 years
Paths and infrastructure	25 years
Landscaping	25 years

5.9 Planned improvements during 2015 are as follows:

- Grove Lane Meanwood Valley Trail – Provision of wildflower meadow, installation of fitness equipment and interpretation
- Norma Hutchinson Park – New gym kit to be installed in 2015

5.10 In terms of fixed play, work has been undertaken to set out refurbishment requirements over a 10 year rolling programme in support of the outcomes of the Fixed Play Strategy. The average cost of a new playground is currently about £120k; Multi-use games areas and skate parks are slightly cheaper on average at about £90k each. The table below shows the capital investment required on an ongoing basis to fund the community committees existing fixed play sites:

Fixed Play Type	No.	Total Replacement Cost £'s	Required Average Annual Spend £'s
Play Areas	8	576,000	96,000
Multi Use games Areas	4	216,000	36,000
Skate Parks	1	54,000	9000
Totals		846,000	141,000

5.11 Capital investment funding

5.11.1 In order to achieve the target for all community parks to reach Leeds Quality Park standard, it is necessary to identify capital investment for those community parks that do not currently reach the standard. It is also important that some allowance is given to sustain parks at the Leeds Quality Standard for those that have already met this target.

5.11.2 Section 106 (S106) is the main source of capital funding and in most cases these sums have to be spent in the area in which the development took place. Funding includes allocations on a range of improvements including community parks, fixed play, playing pitches and other areas of green space. The following table reflects the position as at May 2015 (it should be noted that the allocation of S106 is dynamic and can vary from month to month as match funded schemes are developed):

Community Committee	S106 Available to Spend as at May 2015 £
Inner North East	131,895

5.11.3 Performance against the LQP standard is largely determined by the level of capital investment available to provide improvements for parks infrastructure. Investment is mainly reliant on S106 funding, although there are other grant funding sources particularly Green Leeds and in relation to playing pitches, the Football Foundation. There are often constraints associated with these funding sources either in terms of what the capital funds can be spent on, or geographic e.g. in the vicinity of where the development occurred in relation to S106.

5.11.4 As of April 2015, the possibility of securing off-site developer contributions for green space improvements is changing due to the introduction of the Community Infrastructure Levy (CIL). Further updates shall be provided when information becomes available.

5.11.5 In summary, it has been approved at Executive Board that community committees would determine on an annual basis the priorities for the allocation of investment funds available for the relevant parks and green space in their area.

6 Delegation of resource priorities

- 6.1 The Council continues to face serious budget pressures and has experienced cash funding cuts from central government in addition to internal budget pressures that the council faces. This has also impacted on the Parks and Countryside service, with a £2.7 million budget reduction between 2010/11 and 2014/15 which equates to a reduction of 23% with further reductions required in 2015/16 and 2016/17.
- 6.2 In meeting these challenging budget targets the service has already undertaken a number of steps, including reducing the number of managers and back office staff as well as price increases, notably for bereavement services and allotment provision. Outdoor bowls has also been reviewed working with representatives from the relevant associations resulting in revised season ticket arrangements that commenced in 2014. In addition, Executive Board recently approved converting Middleton Golf Course to parkland and for Gotts Park Golf Club to operate independently of the Council. The service has also sought to be enterprising and innovative including Tropical World refurbishments, sponsorship, concessions, nursery trading and increasing the level of volunteers.
- 6.3 It is also important to note that over 50 gardeners have left the service over recent years who in the interim were replaced by 40 seasonal gardeners over the summer period. However, since April 2014 existing permanent staff have commenced working 41 hours a week in summer and 33 hours on average in winter. This has enabled front line jobs to be protected and allows an 11% increase in productivity with an estimated net saving of £140k due to a reduction in the number of seasonal staff employed. It has also enabled the service to implement a second year apprenticeship programme in 2014 with 6 horticultural apprentices, in addition to 11 recruited in 2013. It is anticipated that 9 apprentices shall be recruited in 2015.
- 6.4 Staff are multi-skilled and deployed throughout the city as and when seasonal pressures demand. All staff within Parks and Countryside who are Craft Gardener level or above, have been, or will be trained to a National Vocational Qualification Level 2 or equivalent in horticulture, with some staff trained to foundation degree level.
- 6.5 The parks asset register will be used to determine resource requirements, and this data can be used to assess and align community committee priorities. The parks asset register is a database of features that require horticultural maintenance on an annual basis. All these features are represented on an electronic mapping system linked to the database. This includes grass, shrub and rose beds, flower beds, hedges, fixed play areas, and sports pitches. From these quantities it is possible to determine the estimated resource requirement to conduct routine maintenance, and therefore the impact of alternative maintenance regimes and the impact of changing priorities.
- 6.6 The following asset profile uses the site typology (e.g. community park, cemetery, recreation ground, local green space, urban woodland) to represent staff resources required and the direct hours available to carry out this work. The community committee would be made aware of any implications that would arise from prioritisation decisions whether financial or operational. An illustration of this approach for the Inner North East area is shown below:

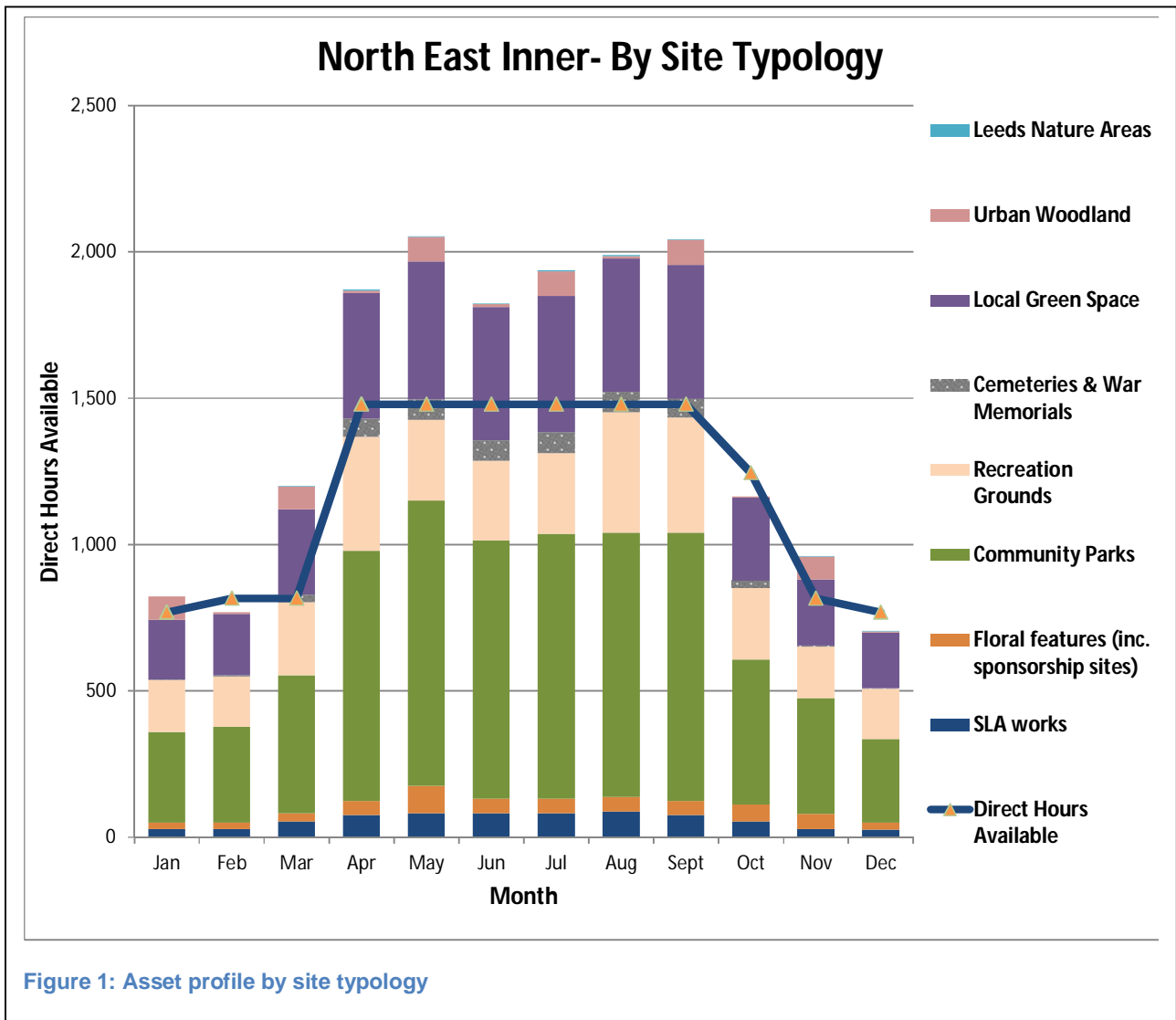


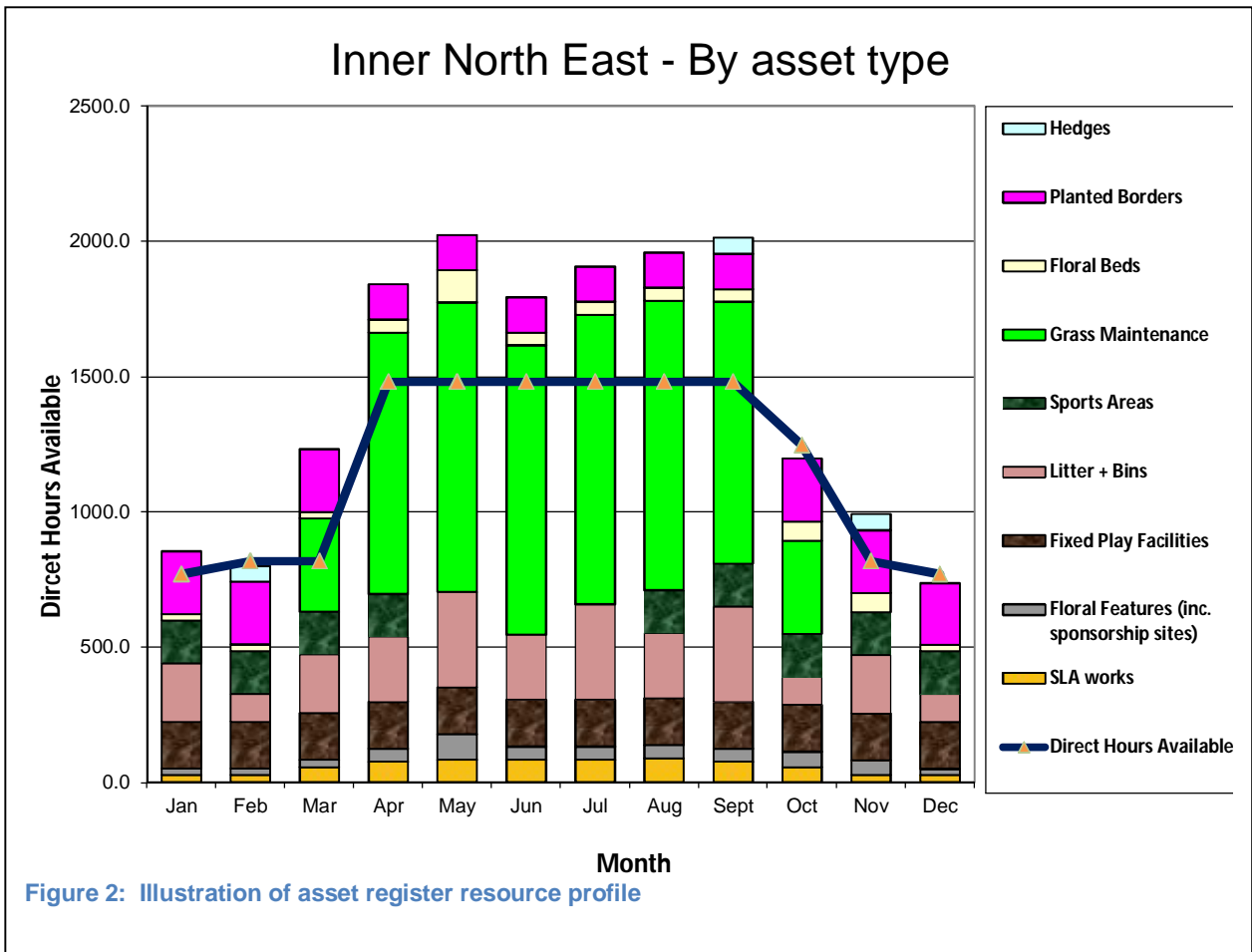
Figure 1: Asset profile by site typology

6.7 The table below demonstrates the amount of direct hours required to maintain all assets encompassed within the scope of this delegation, versus the direct hours currently available that are deployed within this community committee:

	Direct Hours Required	Direct Hours Available
Summer	11,526	8,875
Winter	5,804	5,231
Total	17,330	14,106

6.8 From this information it can be noted that the actual staff resource available in terms of direct hours is insufficient to meet the required standards as set out in the asset register. The site typology list is in the current order of priorities (with SLA works the highest priority), which reflects that decision to withdraw from undertaking maintenance duties in urban woodland areas and natural areas, with the primary focus on community parks, recreation areas, cemeteries and local green space.

6.9 The following asset profile diagram provides a perspective on the workload for routine horticultural works. It also demonstrates direct hours available to carry out these tasks taking account of the planned implementation of seasonal working hours and allowing for staff focussing on parks development work in winter.



6.10 It would be possible to use the asset register to model options for community committees to determine resource priorities. If for example a community committee wished to undertake litter picking in an area of woodland, then the resource requirement could be calculated in order to determine the impact that this would potentially have on other managed assets or sites. Clearly, unless additional resources were provided, it would be necessary to identify a corresponding reduction in resource requirement for another managed feature.

6.11 For example, when comparing a hectare of woodland to a hectare of a typical community park, the following direct hours would be necessary to carry out horticultural maintenance activities:

Typology	Typical Direct Hours Per Annum For 1 Hectare
Community Park	356.7
Woodland	10.2

6.12 Community committees may wish to consider adopting relaxed mowing where this is appropriate. For illustration, the following table provides a comparison in direct hours for managing amenity grass (typically cut 14 times) compared to managed grassland (cut once a year).

Typology	Typical Direct Hours Per Annum For 1 Hectare
Amenity Grass	37.3
Managed grassland	5.2

6.13 In summary, community committees shall determine resource priorities on an annual basis using the asset register as the basis of allocation.

6.14 Site based gardeners

6.14.1 As indicated, staffing budgets are managed and allocated on a city-wide basis by the Parks and Countryside service. There are however 39 full-time equivalent staff who are site based for the majority of time, of which 6 are funded by community committees.

6.14.2 In the community committee area there are 2.6 site based gardeners based at Chapel Allerton Park, Potternewton Park & Meanwood Park. A number of community committees provide additional funding for gardeners to increase site based presence at parks in the area. The site based gardeners increase working relationships with users, local residents and community groups. These site based staff further increase users satisfaction and support the aspiration to increase volunteer groups working within parks.

7 Events & Volunteering

7.1 Staff are also responsible for supervising volunteers and work placements (around 27,500 volunteer days each year across the city), as well as supervising the safe running of over 720 events each year in liaison with event organisers.

7.2 Events

7.2.1 The bookings and licensing team provides assistance in helping community and other groups organise events with particular emphasis on ensuring legal and safety requirements are met but do not deter groups and organisations from organising activities. The table in Appendix 10.1 shows a list of the 131 events held in the Inner North East area in 2014 to date.

7.3 Ranger led Events & Activities

7.3.1 Parks & Countryside's ranger team organises a range of events and activities across Leeds.

Site	Event	Total Attendees
Gipton Wood	Bird Walk	24
Gipton Wood	Litterpick and woodland walk for Oakwood Day	12
Miss Lupton's Field, Wykebeck Woods	Wildflower walk	9
Tropical World/Roundhay Park	Love Your Zoo Week	200
Tropical World/Roundhay Park	Butterfly Bonanza	29
Tropical World/Roundhay Park	Life in the Undergrowth	21
Tropical World/Roundhay Park	Life in the Undergrowth	26
Tropical World/Roundhay Park	Trees, Leaves and all things green!	29
Tropical World/Roundhay Park	Life Aquatic	25

Site	Event	Total Attendees
Tropical World/Roundhay Park	Feathered Friends	26
Tropical World/Roundhay Park	Junior Bushcraft	15
Tropical World/Roundhay Park	Batty Bats and Scary Spiders	22
Tropical World/Roundhay Park	Batty Bats and Scary Spiders	250
	TOTAL	688

7.4 Volunteering

7.4.1 The service continues to focus on increasing the number of volunteers and groups working in the area to achieve the following:

- To increase corporate volunteering working in partnership with Business in the Community and Leeds Ahead
- Continue to improve involvement with the many “in bloom” groups in Leeds.
- It is an ambition to have a volunteer group for every community park where there is a site based gardener.

7.4.2 It is estimated that volunteers across all groups contribute around 1,067 days of voluntary work in the Inner North East area over a 12 month period. The tables below provide details of volunteering in the area since January 2014.

7.5 Voluntary work supervised by Parks and Countryside staff

Site	Task	Estimated Volunteer Days
Addyman Wood	Balsam Bash	5
Allerton Grange Fields	Fence painting	20
Chapel Alerton	Weeding Beds	12
Meanwood Valley Park	Woodland management	12
Norma Hutchinson Park	Painting	12
Potternewton Park	Footpath maintenance	10
Potternewton Park	Weed Beds, Cutback edges.	8
Roundhay Park	Balsam Bash	11
Roundhay Park	balsam bash	10
Roundhay park	Dingle dell project	23
Roundhay park	General tidy up	21
Roundhay Park	Walling	18
Sugarwell Hill	Litter pick, vegetation cutback, bench installation, scrub bashing, footpath maintenance	24
	Total	186

7.6 Volunteer groups working independently

Group	Estimated No Of Group Members	Estimated Days Practical Work/Year
Friends of Allerton Grange Fields	45	19
Friends of Gledhow Valley Woods	400	162
Friends of Roundhay Park	650	146
Friends of Sugarwell Hill	6	4
Transition Meanwood	15	6
	TOTAL	337

7.7 Voluntary work as part of Work Placements

Site	Organisation	No Work Placements	Total Number Of Placement Days Worked In Period
Green spaces of Chapel Allerton, Moortown, Roundhay, Shadwell, Moor Allerton, Meanwood areas	Interserve	13	304
		TOTAL	304

7.8 Educational work

Site	School	Subject	Total Attendees
Gipton Wood	Oakwood Brownies	Bat Walk	17
Gipton Wood	Oakwood Brownies	Bat Walk	17
Meanwood Park	Meanwood Brownies	Bat Walk	17
		TOTAL	51

7.9 Existing in bloom groups

In Bloom Group	Number Of Volunteers	Number Of Volunteer Days
Moortown	12	240
	TOTAL	240

8 Conclusion

- 8.1 In summary, the horticultural maintenance of cemeteries, recreation grounds, natural areas and local green space is now included as part of the area delegation, in addition to community parks. Investment decisions on community parks, recreation grounds, natural areas and local green space to help achieve and sustain Leeds Quality Park standard are delegated to community committees. Furthermore, resource priorities for each community committee are delegated using the parks asset register to determine resource requirements and the impact of any proposed changes. The environment sub-group shall discuss priorities with Parks and Countryside officers in order to determine recommendations for decision by each community committee. Priorities shall be determined from April of each year and reviewed once in order to plan any changes for the following year.

9 Next Steps

- 9.1 To work with Parks & Countryside officers to determine future resource priorities based on data from the parks asset register.

10 Appendices

10.1 Appendix 1 - Events Information – 2014

Date	Location	Event
10th	Roundhay Park	Leeds University Filming - Karl Taylor
18th	Prince Philip Centre Fields	Britespark Filming
18th	Roundhay Park	REAP- Oakwood Farmers Market
18th & 19th	Roundhay Park	RSPB - Lisa Davies
5th	Meanwood Park	Airenteers
5th	Roundhay Park	Greek New Year
8th	Middleton Park	West Yorkshire Police X Country
12th	Meanwood Park	Airenteers
15th	Roundhay Park	REAP- Oakwood Farmers Market
21st	Roundhay Park	Northern Film School - Beau Johnson
26th	Roundhay Park	West Yorkshire Playhouse
26th/27th	Roundhay Park	Northern Film School - Rebecca Cray
15th	Roundhay Park	REAP- Oakwood Farmers Market
22nd	Roundhay Park	Khalsa Sport Relief Sponsored Walk
2nd	Roundhay Park	Alopecia Walk
5th	Roundhay Park	Northern Film School - Rebecca Cray
13th	Roundhay Park	HFT Sponsored Walk
13th	Roundhay Park	Bioblitz
18th	Oakwood Clock	Good Friday Walk of Witness
19th	Roundhay Park	REAP- Oakwood Farmers Market
22nd	Roundhay Park	Northern Film School - Natasha Mattocks
27th	Roundhay Park	Evie's Way
28th	Roundhay Park	Northern Film School - Maxim Levy
11th	Roundhay Park	Holly House Dogs Welfare Checks
12th	Roundhay Park	Grass Track
15th	Roundhay Park	NHS New Mums Exercise Class
17th	Roundhay Park	REAP- Oakwood Farmers Market
18th	Roundhay Park	Martin House DBR
19th	Roundhay Park	Grass Track
22nd	Roundhay Park	NHS New Mums Exercise Class
23rd - 1st	Roundhay Park	(19th - 2nd) Funfair (Pullen)
25th	Roundhay Park	BMF Sports Day
31st	Roundhay Park	Stroke Ass
6th	Roundhay Park	BBC Filming - Chelsea Flower Show
6th	Roundhay Park	Start of Touch Rugby Sessions
8th	Roundhay Park	NHS New Mums Exercise Class
9th - 11th	Scott Hall Playing fields	(6th - 12th) Funfair (Atha)
14th	Allerton Grange Way	FoGVW Fun Day
14th	Roundhay Park	FPWR
14th & 15th	Roundhay Park	Walking Stories - NSCD
15th	Roundhay Park	Summer Bands
16th	Roundhay Park	Grass Track

Date	Location	Event
1st	Roundhay Park	Summer Bands
21st	Norma Hutchinson	BHI
21st	Roundhay Park	Leeds Heart Walk
21st	Roundhay Park	REAP- Oakwood Farmers Market
22nd	Roundhay Park	Tour de Roundhay
23rd	Roundhay Park	Grass Track
28th	Roundhay Park	West Riding School Cycling Competition
29th	Roundhay Park	Summer Bands
2nd	Roundhay Park	Grass Track
30th	Roundhay Park	Grass Track
7th	Roundhay Park	Roundhay School Fun Run
7th	Roundhay Park	OTRA - Farmers Market
9th	Roundhay Park	Grass Track
12th	Roundhay Park	Barnardo's Adoption Support "Picnic in the Park"
13th	Roundhay Park	Summer Bands
14th	Roundhay Park	Grass Track
15th	Roundhay Park	NHS New Mums Exercise Class
19th	Roundhay Park	Elastic Films - Puma
19th	Roundhay Park	REAP- Oakwood Farmers Market
21st	Roundhay Park	Grass Track
22nd	Roundhay Park	NHS New Mums Exercise Class
27th	Roundhay Park	Summer Bands
28th	Roundhay Park	Grass Track
29th	Stonegate Approach MUGA	LCC Multi Sports Day
3rd, 4th, 5th & 6th	Scotthall Playing fields	TDF
5th	Roundhay Park	OTRA - Farmers Market
7th	Roundhay Park	Grass Track
7th	Roundhay Park	OTRA - Farmers Market
8th	Roundhay Park	NHS New Mums Exercise Class
9th	Roundhay Park	Leeds Montessori
10th	Roundhay Park	Summer Bands
11th	Roundhay Park	Grass Track
12th	Stonegate Approach MUGA	LCC Multi Sports Day
13th	Potternewton Park	Archway Fun Day
15th - 25th	Roundhay Park	(11th - 26th) Funfair (Evans)
16th	Roundhay Park	REAP- Oakwood Farmers Market
17th	Roundhay Park	White Cross Vets
19th	Stonegate Approach MUGA	LCC Multi Sports Day
19th	Potternewton Park	Carnival & Reggae Build up
21st	Roundhay Park	ITV - Crime & Investigation
23rd	Roundhay Park	Big Fun Run
24th & 25th	Potternewton Park	Leeds Reggae Concert & Caribbean

Date	Location	Event
		Carnival
27th	Roundhay Park	NHS New Mums Exercise Class
29th	Potternewton Park	Carnival & Reggae Breakdown Complete
29th - 31st	Potternewton Playing Field	(26th - 1st Sept) Funfair (Pullen)
2nd	Roundhay Park	Oakwood Clock - Clock Rock
2nd	Roundhay Park	OTRA - Farmers Market
31st	Roundhay Park	Subway - Charity 5K
4th	Roundhay Park	Grass Track
5th	Stonegate Approach MUGA	LCC Multi Sports Day
6th & 7th	Roundhay Park	(5th - 8th) Breeze on Tour
10th	Roundhay Park	NHS New Mums Exercise Class
12th	Roundhay Park	(11th - 13th) Circus Starr
14th	Roundhay Park	Hamara Centre Sponsored Walk
14th	Roundhay Park	Xtra Mile
20th	Roundhay Park	REAP- Oakwood Farmers Market
20th	Roundhay Park	St Gemma's Happy Walk
21st	Roundhay Park	Bike Events
27th	Roundhay Park	Bliss Buggy Push
28th	Roundhay Park	JDRF 5K
28th	Meanwood Park	Apple Picking
2nd	Potternewton Playing Fields	Micro Chipping
3rd	Roundhay Park	NHS New Mums Exercise Class
4th - 7th	Roundhay Park	(2nd - 7th) Circus Zyair
6th	Roundhay Park	Alzheimer's Society - Memory Walk
6th	Roundhay Park	OTRA - Farmers Market
7th	Roundhay Park	Take Heart Walk
18th	Roundhay Park	REAP- Oakwood Farmers Market
25th	Gledhow Valley	Airenteers
26th	Roundhay Park	RSPB Event - Kate Struthers
4th	Roundhay Park	OTRA - Farmers Market
15th	Roundhay Park	REAP- Oakwood Farmers Market
22nd	Roundhay Park	Airenteers
22nd	Roundhay Park	Mo Run
28th & 29th	Oakwood Clock	Xmas Trees - Susannah
2nd	Roundhay Park	OTRA - Farmers Market
5th	Roundhay Park	Bonfire Night
13th & 14th	Oakwood Clock	Xmas Trees - Susannah
14th	Chapel Allerton Park	Christmas Carol Concert
17th	Roundhay Park	RSPB Event - Kate Struthers
17th	Stonegate Recreation Ground	Airenteers
20th	Roundhay Park	REAP- Oakwood Farmers Market

Date	Location	Event
20th & 21st	Oakwood Clock	Xmas Trees – Susannah
4th	Meanwood Park	Northern Film School - Anu Pekkarinen
4th	Roundhay Park	Leeds University Filming - Luke Ryan
4th	Roundhay Park	Northern Film School - Henrietta
6th	Roundhay Park	OTRA - Farmers Market
6th & 7th	Oakwood Clock	Xmas Trees - Susannah
8th	Roundhay	Guide Dog Exhibition
	TOTAL	131



Report of: Helen Freeman, Chief Officer, Environmental Action Service

Report to: Inner North East Community Committee

Report author: John Woolmer, Locality Manager, Environmental Action Service
(john.woolmer@leeds.gov.uk [facebook/LCCEnvServENE](https://www.facebook.com/LCCEnvServENE))

Date: 29th June 2015

For Approval

Environmental Services – Service Agreement for 2015/16

Purpose of report

1. This report presents for approval a new Service Agreement (SLA) between the Committee and the Environmental Action Service to help maintain clean and tidy neighbourhoods across the Inner North East area.
2. The proposed framework has been developed and discussed at the Committee's Environmental Sub Group, with a recommendation made to approve the Service Agreement and further develop the "plans on a page" for each ward through each ward member meeting for the sub group to then oversee on behalf of the Committee.

Main issues

3. The Community (Area) Committee first approved a Service Agreement covering delegated environmental functions in late 2011. The formal delegated function as set out in the Council's Community Committee Executive Delegation Scheme is provided on the front page of the Service Agreement (appendix A).
4. The Service Agreement was "refreshed" each subsequent year; but didn't change significantly, with the majority of local priorities remaining the same and only minor changes to the functions/services covered in the delegation.
5. A particular feature of the SLA for Inner North East was the development of a geographically targeted way of prioritising the limited resources through the establishment of "Environmental Improvement Zones". This was complemented in 2015

by the use of Housing Revenue Account monies to establish an additional, dedicated crew to work in the Beckhills and Chapeltown areas.

6. In 2015/16 further significant functions are being delivered through the Locality Team. The service has redesigned its delivery model to learn from the first years of delegation and make better use of resources to further improve effectiveness and efficiency.
7. A report was presented to the Community Committee in October 2014 which set out the new functions to be delivered in 2015/16 and consulted on the proposed new delivery model – based on a zonal team approach. For this Community Committee that meant a dedicated operational team being established for the Inner North East area.
8. Since that time, further conversations and updates have taken place with Members. The Environmental Sub Group has been updated and consulted on progress and work to create the dedicated Inner East operational team. The operational structure of the team can be found at appendix B.
9. The full list of functions delivered by the Locality Team is provided on page 2 of the Service Agreement. The new responsibilities/functions being added to the Locality Team to deliver from 2015/16 are:
 - a. **Graffiti removal, needle picking, public toilet cleaning, ginnel clearance, LCC bin-yard clearance**
 - b. **Household bulky item collection service**
 - c. **Work largely previously done by “Estate Caretakers” in council housing areas**
- elements to be delivered by Locality Teams include: clearance of void gardens (when a house becomes empty and being prepared for the next tenant), cleaning of non-highway paths (inc. ginnels) and open spaces on estates, assistance with gritting around vulnerable tenant properties, helping keep access roads/paths behind council owned shops and multi-occupancy properties clean, support to tenant action days and assisting vulnerable tenants to maintain gardens. For clarity, the Locality Team will not be doing work inside void properties or cleaning up in and around multi-occupancy flats/high-rise; that work will be done by Civic Enterprise Leeds.
10. The Service Agreement also sets out (on page 2) other services and community led work that has a significant impact on the environmental cleanliness and appearance of the Inner North East area. Although these are not part of the formal delegation, the Community Committee has the delegated responsibility to “*work with residents, other services and community based groups/organisations across the Inner North East area to achieve clean and tidy neighbourhoods*“. It will be the role of the Locality Team to work with the Environmental Sub Group to work with/exert influence on complementary services and provide support to community led action/work.
11. The roles of the Committee and the Locality Manager in ensuring the delivery of the agreement and achievement of the delegated responsibility are set out on page 3 of the Service Agreement.

12. The remainder of the Service Agreement sets out a proposed “plan on a page” format for each of the three wards in Inner North East: Chapel Allerton, Moortown and Roundhay. Please note that the first draft plans will be provided at the meeting and will require amendment/agreement at the next respective ward member meetings.
13. These will provide a focus for the service to prioritise action in each ward according to local need/priorities – which ward members can check progress and ask for changes as the year develops. The Sub Group will oversee the plans on behalf of the Community Committee for the year, with each ward being represented on that group. The Sub Group will provide a half year update on progress to Community Committee.
14. The “plans on a page” do not represent all actions/resources applied in the Inner NE area and need to be considered alongside required response to customer/resident requests for service. Statistics of service requests will be provided to the sub group.

Conclusion

15. The introduction of a new, locality focused service for street cleaning and enforcement across Leeds has been widely regarded as a success. The delegation of resources to a Locality Manager to manage and be accountable for use of that resource through a Service Agreement with each Area (Community) Committee has been a key element.
16. The Directorate has taken the opportunity to bring more functions into the Locality Team to be delivered as part of a delegated service.
17. The SLA for 2015/16 will provide the Community Committee with increased responsibilities and greater influence over more resources. This will be achieved through a redesigned service with improved and modernised working practices, with greater local accountability and more direct access to the operational resource through a dedicated Team Leader for Inner North East.
18. The Service Agreement was discussed at the Inner North East Environmental Sub Group meeting of 12th May, where it was agreed to endorse the recommendations set out below (subject to the development of ward “plans on a page” with each set of ward members).

Recommendations

19. The Community Committee is asked to:
 - a. approve the attached Service Agreement for the 2015/16 municipal year;
 - b. delegate the responsibility to oversee the delivery of the Agreement and the associated “plans on a page” to the Environmental Sub Group, with input through ward member meetings.

Background information

- **Environmental Services SLA 2013/14 (document)**
- **Environmental Services – Consultation on the 2014/15 SLA (report to Area Committee March 2014)**
- **Environmental Action Service – Locality Team Update (October 2014)**

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**Service Agreement between
Inner North East Community Committee
and
Environmental Action (East North East Locality Team)**

To work with residents, other services and community based groups/organisations across the Inner North East area to achieve clean and tidy neighbourhoods.

In relation to the council function of Street Cleansing & Environmental Enforcement Services ¹, the Council's Community Committee Executive Delegation Scheme requires Committees on behalf of the Executive Board:

1. to develop and approve a Service Agreement which determines the principles of deployment of the available resources by:
 - the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered);
 - the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality;
2. to be responsible for monitoring and reviewing the delegated activities in relation to the service outcomes specified in the SLA;
3. to be responsible for negotiating amendments to the SLA with service providers to accommodate unforeseen events or patterns of service failure, during the course of the SLA.

This Agreement sets out how the above delegated responsibilities will be met.

The Agreement also sets out how the Locality Team will deliver enhanced, environmental services in areas of council owned housing in order to meet additional needs of its tenants. This is to be delivered in a way that makes best use of this additional resource and complements work of other services in these neighbourhoods.

Agreement effective from: June 2015 (subject to approval at Committee meeting of 29th June)

Mid-year review due: October 2015 (by Inner North East Environmental Sub-Group)

Next annual refresh due: June 2016 (first Committee meeting of the 2016/17 municipal year)

¹ The description "Street Cleansing and Enforcement Services" covers a variety of functions as set out on the next page

1. Scope of the Agreement – Responsibility, Influence and Support

It is the aim of this Service Agreement to help the Community Committee play a lead role in the environmental cleanliness and appearance of its neighbourhoods; whilst also making clear how functions it has a direct responsibility for are to be delivered.

The following table summarises key contributors to the appearance of our neighbourhoods (the first column lists those functions that are within the direct scope of this agreement):

Functions delivered directly by the Service delegated to the Community Committee to oversee:	Functions mainly delivered by services that are not delegated, but have a significant impact on the appearance of the local environment:	Functions delivered by local groups and organisations led by residents:
Litter bin emptying	Grounds maintenance contract – including litter picking of grass/shrub bed prior to each cut (contract delivered by Continental Landscapes and overseen by P&C)	In-bloom groups
Litter picking and associated works	Maintenance of community parks and playgrounds – including litter picking and emptying of litter bins (P&C)	Friends of groups
Street sweeping and associated works	Cutting back of LCC trees and enforcement of non-LCC tree related obstructions (P&C)	Local action groups
Leaf clearing	Garden waste collection - brown bins (Waste Services)	Tenant and Resident Associations
Ancillary street cleansing functions including Graffiti removal, Gully and Ginnel cleansing.	Household refuse collection – black and green bins (Refuse Services)	
Dog Controls (fouling, straying, dogs on leads, dog exclusions)	Household Waste Sort Sites (Waste Management Services)	
Fly tipping enforcement	Recycling Bring Facilities (Waste Management Services)	
Enforcement of domestic & commercial waste issues	Schools	
Litter-related enforcement work		
Enforcement on abandoned & nuisance vehicles		
Overgrown vegetation		
Highways enforcement (placards on streets, A boards, cleanliness)		
Graffiti enforcement work		
Other functions such as stop & searches of waste carriers, nuisance (e.g. odour and smoke), helping resolve filthy and verminous properties and other env health related activities.		

2. Roles & responsibilities in relation to the Service Agreement

2.1 Elected Members:

- (a) Inner NE Community Committee: responsibility delegated from Executive Board to develop and agree the SLA each year and to monitor the delivery of the service against the agreed specifications and outcomes. To negotiate changes to the SLA to address unforeseen issues/events and address service failure/inefficiencies.
- (b) Inner NE Community Committee Chair: to liaise with the Locality Manager to ensure that decisions on service delivery are being made in accordance with the SLA and that timely and accurate reports/information are provided for the Community Committee and relevant sub/ward meetings in order for the Community Committee to meet its responsibilities. To work in partnership with other Chairs across the relevant 'wedge' and the city as a whole as required (for example at the Area Chairs' meeting).
- (c) Inner NE Environment Champion: to work collegiately with the other Environmental Champions and the Executive Member for Environmental Protection and Community Safety to help change attitudes and behaviours across the city that will improve the environment at a local level. To increase the understanding of the barriers and issues faced at locality level to improving local environmental quality and promote the delivery of solutions through partnership working.
- (d) Inner NE Environmental Sub-group: to receive quarterly reports on the delegated services and closely monitor the performance and outcomes of the SLA. To consider in-year variations to the SLA, where necessary making recommendations to the Community Committee for the Locality Manager to implement. To undertake an annual review of the SLA and the development of a refreshed SLA for 2016/17. To consider equality, diversity, community cohesion and community safety matters in relation to the delegation of environmental services.

2.2 Environmental Locality Manager

- To deliver services under the delegation in line with the preferences and guidance set out by Members within this SLA;
- To maintain records of service activity as necessary to monitor performance against the SLA outcomes.
- To report on service activity against the requirements of this SLA, in line with the review and performance monitoring framework;
- To establish and maintain productive relationship with Members to achieve the best outcomes from the available resources;
- To lead the SLA's annual review process, including the development of a refreshed agreement for the following municipal year.
- To work in partnership with other services/organisations/agencies delivering environmental services and improvements to the appearance of neighbourhoods, e.g. Housing Services, Parks & Countryside, Refuse and Re-use/Recycling Services, Civic Enterprise Leeds, West Yorkshire Police, to ensure a holistic approach regardless of land ownership;

3. Inner North East Priorities:

“The identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)”

Insert page here for each of the following geographical (ward) areas:

1. Chapel Allerton

2. Moortown

3. Roundhay

Following discussion at the Sub Group these plans will be worked up, including consultation with each set of ward members, and tabled at the meeting. They will not be set in stone and priorities can be changed as the year progresses through agreement with ward members and oversight by the sub-group.

Each page will summarise how the zonal team for Inner NE will focus its time on:

- ✓ The number one priority for that area for the team to focus on and for the Team Leader to report progress to Ward Members and feed into the Environmental Sub Group.
- ✓ Mechanical sweeping (including which streets will receive regular, programmed sweeps and which will be reactive)
- ✓ Litter picking (including which streets will get a regular, programmed litter pick)
- ✓ Which communal/public areas will be prioritised for clean-ups
- ✓ Where the focus of enforcement action will be – both geographically and in terms of types of offence/issue
- ✓ What local groups will be supported to assist with community clean-ups etc. and how we will help them.
- ✓ What resources are expected to be needed to ensure the gardens of void Council owned properties are made ready for new tenants
- ✓ What resources are expected to be needed to ensure the gardens of vulnerable Council tenants are maintained where those tenants meet agreed criteria.
- ✓ What resources are expected to be needed to investigate and remove flytipping and other similar issues
- ✓ What resources are expected to be needed to deliver the bulky household collection service through the Locality Team in that ward.
- ✓ What preventative/educational work will be done (e.g. work with schools).
- ✓ Any other localised issue/problem to be a focus in the year ahead.

Inner North East Community Committee: Environmental Services Agreement

Plan on a Page for Chapel Allerton Ward

This plan is in addition to the day to day work of the service to empty litter bins and respond to issues referred by customers/residents to the Council for action. The purpose of this page is to set out clearly the areas of work the service will prioritise its remaining resource/efforts at.

Area this plan covers:

Description and key physical and demographic features relevant to environmental condition/challenges – and Parish Councils in this area	<i>Map here</i>
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Top priority for Chapel Allerton Ward

Priority Streets for Programmed Sweeping and Litter Picking	Priority places for team clean-up days

Prevention - priority issues and places for enforcement and education work

Expected Council housing workload	
Garden prep for new tenants	xx hrs/week
Vulnerable tenants gardens	xx hrs/week
Council owned bin-yards	Xx hrs/week

Expected household bulky item workload	
Expected flytipping workload	

Working with the community

Other local issues that require particular attention this year

Inner North East Community Committee: Environmental Services Agreement

Plan on a Page for Moortown Ward

This plan is in addition to the day to day work of the service to empty litter bins and respond to issues referred by customers/residents to the Council for action. The purpose of this page is to set out clearly the areas of work the service will prioritise its remaining resource/efforts at.

Area this plan covers:

Description and key physical and demographic features relevant to environmental condition/challenges – and Parish Councils in this area	<i>Map here</i>
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Top priority for Moortown Ward

Priority Streets for Programmed Sweeping and Litter Picking	Priority places for team clean-up days

Prevention - priority issues and places for enforcement and education work

Expected Council housing workload	
Garden prep for new tenants	xx hrs/week
Vulnerable tenants gardens	xx hrs/week
Council owned bin-yards	Xx hrs/week

Expected household bulky item workload	
Expected flytipping workload	

Working with the community

Other local issues that require particular attention this year

Inner North East Community Committee: Environmental Services Agreement

Plan on a Page for Roundhay Ward

This plan is in addition to the day to day work of the service to empty litter bins and respond to issues referred by customers/residents to the Council for action. The purpose of this page is to set out clearly the areas of work the service will prioritise its remaining resource/efforts at.

Area this plan covers:

Description and key physical and demographic features relevant to environmental condition/challenges – and Parish Councils in this area	<i>Map here</i>
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Top priority for Roundhay Ward

Priority Streets for Programmed Sweeping and Litter Picking	Priority places for team clean-up days

Prevention - priority issues and places for enforcement and education work

Expected Council housing workload	
Garden prep for new tenants	xx hrs/week
Vulnerable tenants gardens	xx hrs/week
Council owned bin-yards	Xx hrs/week

Expected household bulky item workload	
Expected flytipping workload	



Working with the community

Other local issues that require particular attention this year

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	<p>Debra Missett Team Leader (Inner North East) debra.missett@leeds.gov.uk Mobile: 07891-277021</p>
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	<p>Carl Dixon Enforcement Officer (Inner NE) carl.dixon@leeds.gov.uk</p>		<p>Wendy Rogers Enforcement Officer (Inner NE) wendy.rogers@leeds.gov.uk</p>
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Enforcement/Educational actions to tackle: flytipping (on public or private land), obstructions to paths/roads (e.g. overgrown hedges), illegal advertising on the highway, poorly contained commercial or domestic waste, waste in gardens, dog controls (working with Dog Wardens, littering).

<p>Inner NE Operational Staff (shift 1) (7 day/wk service)</p>	<p>Inner NE Operational Staff (shift 2) (7 day/wk service)</p>
<p>Chargehand: Tony Hodgson</p>	<p>Chargehand: Mikey Frost</p>
<p>Assistant Chargehand/Drivers (inc dedicated Pathsweeper) + Operatives</p>	<p>Assistant Chargehand/Drivers (inc dedicated Pathsweeper) + Operatives</p>
<p>Monday-Friday Operational Staff: Operatives</p>	
<p>Functions covered include: mechanical and manual sweeping of paths, ginnels (inc cutting back) and roads, litter picking, litter bin emptying, flytip investigation and removal, council housing – clearance of empty property gardens, household bulky item service, support for community clean-ups, garden assistance to vulnerable council tenants, public toilet cleaning.</p>	

Customer Referrals:

Referrals should be made to:

eneaction@leeds.gov.uk or tel. 222-4406

This will ensure each referral is prioritised and properly case managed.

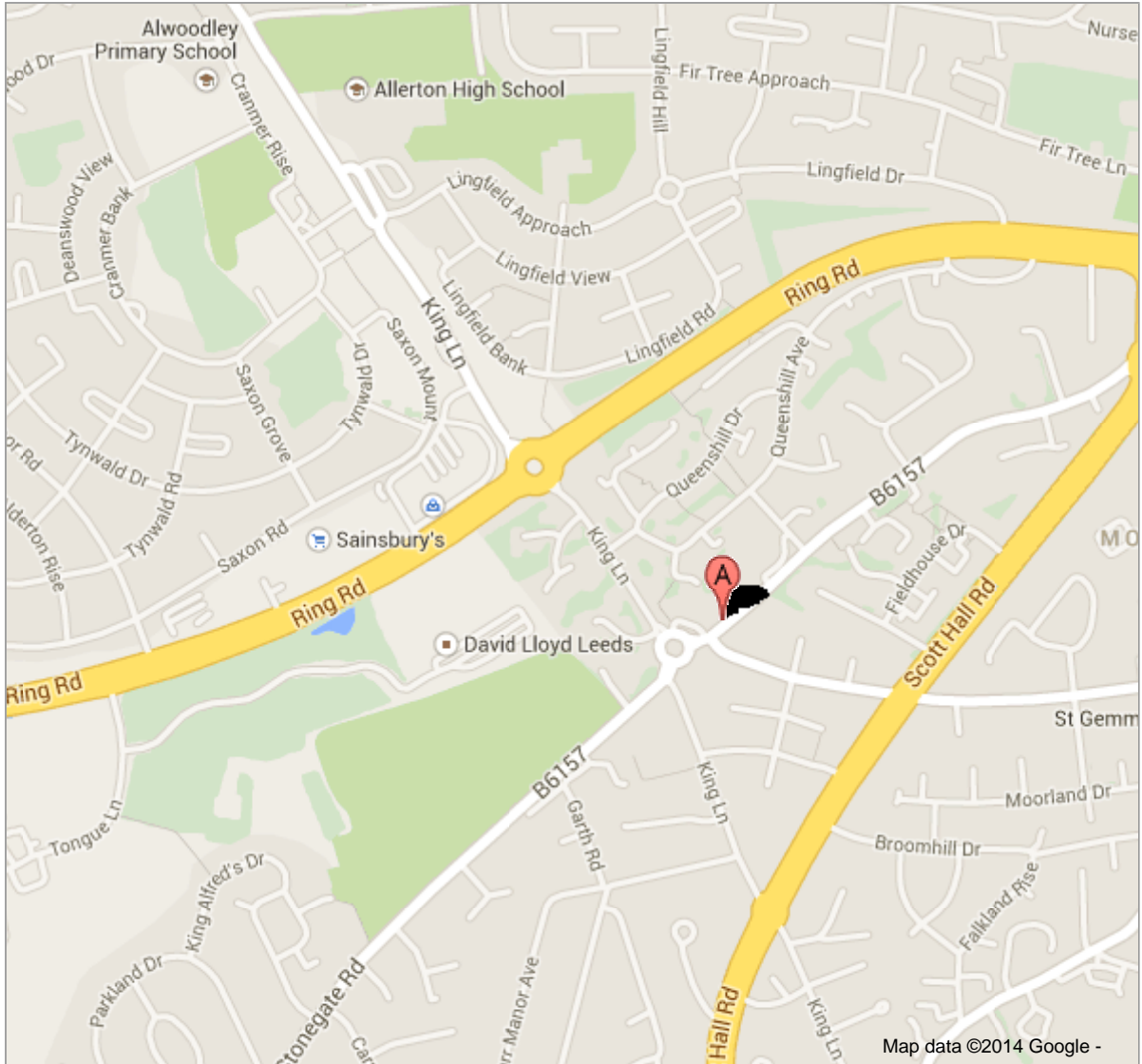


Locality Manager: John Woolmer (john.woolmer@leeds.gov.uk)

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To see all the details that are visible on the screen, use the "Print" link next to the map.



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